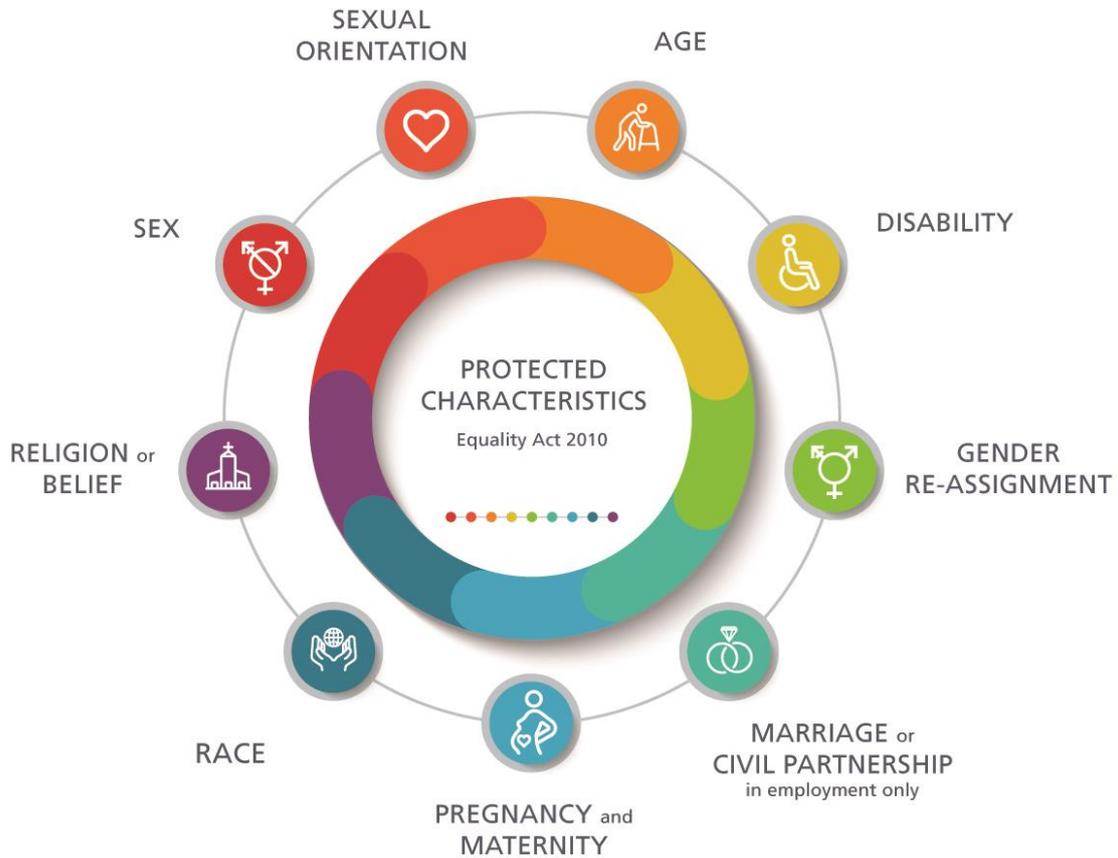


# 2019/20 Equality and Inclusion Annual Report

## STAFFORDSHIRE & STOKE-ON-TRENT SIX CLINICAL COMMISSIONING GROUPS



April 2020

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If you would like to receive material from the Staffordshire and Stoke-on-Trent CCGs websites or our key publications in another format – such as audio, Clear Information, Easy Read, British Sign Language, interpreter services, large print, or Braille – please contact the general reception number and speak to any member of the administration team - 01782 298002 or use '[Next Generation Text](#)' service for deaf and hard of hearing patients, carers and staff.

## 1. COVID-19

This is very challenging time for everyone, especially our NHS staff working on the frontline; it presents even more reason to embrace the principles of equality, inclusion, dignity and respect. During this difficult period the six Staffordshire and Stoke-on-Trent Clinical Commissioning Groups (CCGs) continue to support and distribute daily information bulletins to staff and the wider general public. Information is also available across all the CCGs' websites.

NHS England and NHS Improvement, Public Health England (PHE), Health Education England and NHS Employers have collated the latest workforce advice into one central [COVID-19](#) resource for workforce leaders on the NHS Employers website. From an equality perspective, you may find the sections on [supporting our most vulnerable people](#) and [mental wellbeing](#) helpful.

Additional resources

- [Reasonable adjustments and home working](#) - Guidance around making reasonable adjustments to support disabled staff who may find themselves working from home.
  - [The Interfaith Network COVID-19 guidance](#) - Several organisations representing diverse faith communities have issued guidance on COVID-19 to support organisations.
  - [COVID-19 and your disabled staff](#) - The Business Disability forum has produced a host of resources as a part of a COVID-19 toolkit on how the virus may affect disabled staff with compromised immune systems.
  - [Ramadan 23 April – 23 May 2020](#) – NHS Employers have published information to reflect the impact COVID-19 will have on Muslim staff who practice fasting during the month of Ramadan. In addition, you may also find the [chaplainscy and the NHS staff experience](#) page helpful.
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## 2. Introduction

This is the second year that the six Staffordshire and Stoke-on-Trent Clinical Commissioning Groups (CCGs) have produced a single Equality and Inclusion Annual Report. It reflects the equality programme of work during 2019/20 and how the CCGs have given consideration to the Equality Acts 2010, and its Public Sector Equality Duty (PSED) when carrying out their day to day functions.

### 2010 Equality Act and PSED

The PSED requirement, section 149 of the Equality Act 2010, is one of 'due regard' (give consideration). PSED is supported by specific equality duties designed to facilitate the better performance of the PSED. In carrying out day to day functions, CCGs are required to 'have due regard to the need to' address three equality aims set out below.

- Equality aim 1: eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act.
- Equality aim 2: advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it.
- Equality aims 3: foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

The Equality Act 2010 (Specific Duties) Regulations 2011 require the CCGs to

- Publish information to show compliance with the PSED, at least annually
- Produce Equality Objectives at least every 4 Years.

This report provides summary information on the CCGs' progress against its 4 equality objectives and other key equality related activities up to 31 March 2020. Equality information is published by the CCGs throughout the year, so it is recommended you regularly visit their dedicated equality webpages. The webpages have recently been aligned and refreshed, so in addition to this annual report you can find information relating to:

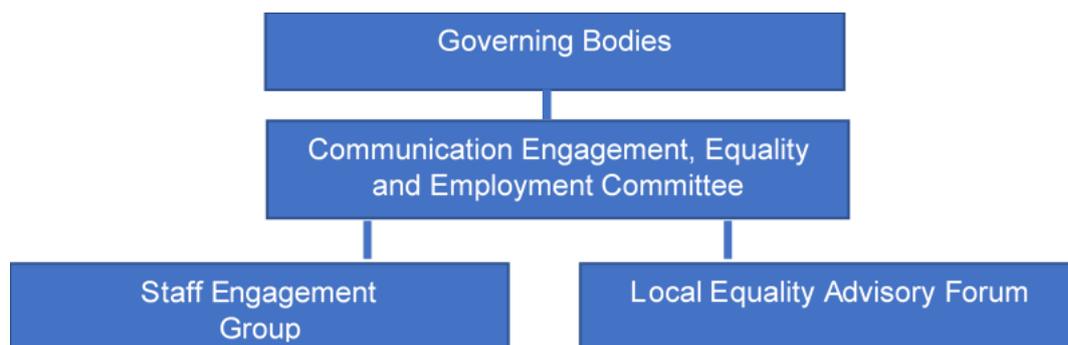
NHS Accessible Information Standard	NHS Equality Delivery System 2	Equality Impact and Risk Assessments (EIRAs)
Workforce Diversity Profile Report	Modern Slavery Act Statement	Workforce Disability Equality Standard
Key Provider Monitoring	Gender Pay Gap	Workforce Race Equality Standard

Click a link below to take you to the required CCG's equality webpage.

- [NHS Cannock Chase CCG](#)
- [NHS East Staffordshire CCG](#)
- [NHS North Staffordshire CCG](#)
- [NHS Stafford and Surrounds CCG](#)
- [NHS South East Staffordshire and Seisdon Peninsula CCG](#)
- [NHS Stoke on Trent CCG](#)
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### 3. Governance



Equality, inclusion and human rights considerations are well established within the CCGs' governance function and continues to be an ongoing development. Governing Bodies (GBs) (which include Lay Members) provide the leadership and decision-making responsibilities. The Communication, Engagement, Equality and Employment Committee (CEEE) who have delegated decision making responsibilities, provide a crucial link between the Staff Engagement Group (SEG) the Local Equality Advisory Forum (LEAF).

The Staff Engagement Group (SEG) has had a significant role to play during 2019/20 in relaying key messages to the senior decision-making bodies. SEG are a pro-active group, where like-minded staff, work with Managers and Lay Members in developing a positive culture to enhance the organisation's development and delivery of its equality objectives and the well-being of staff.

[Local Equality Advisory Forum](#) (LEAF) continue to provide essential support, scrutiny, advise, influence and monitor the CCG's progress. They are a critical friend who represent the interests of protected characteristics or other vulnerable groups in Staffordshire and Stoke-on-Trent.

#### 4. Reporting on the CCGs' Equality Objectives 2018-2021

Following an extensive consultation period, the Staffordshire and Stoke-on-Trent CCGs' 4 Equality Objectives were approved in April 2019.

#### Equality Objectives 2018 – 2021 update up to 31<sup>st</sup> March 2020

### **Equality Objective 1: Improve mental health related access to high quality health care support, advice and information.**

**Task 1** - Adults across the 6 Staffordshire CCGs requiring access to and eating disorder services can do so and should not be denied access on unreasonable grounds by 2020 – 2021.

#### **Progress to date**

- A business case for an adult eating disorder service has been developed
- A service specification outlining the clinical model and quality requirements has also been drafted with clinicians and will be presented to the CCGs Membership Engagement Groups (MEGs).
- An equality impact and risk assessment (EIRA) has been completed.
- Services will be commissioned in line with NICE guidance which is nationally evidenced based.

**Task 2** - Children Tier 2 Mental Health Service Procure Pan Staffordshire access to THRIVE - Access THRIVE is a new model of service delivery for Children Adolescent Mental Health Services (CAMHS). It focuses on outcomes and the engagement of CYP in designing services. THRIVE aims to work with families, schools and children themselves to promote mental health and wellbeing and to prevent problems becoming entrenched. By 2021

#### **Progress to date**

- Both Tier 2 services have been through the CCG governance process, including EIRAs and will be delivered to the [THRIVE Model](#)
- The Service Outcomes will be measured by Key Performance Indicators (KPIs) and delivered to a series of high-level outcomes.
- All data is accurately recorded on the Mental Health Services Data Set (MHSDS).
- Stoke-on-Trent CCG and North Staffordshire CCG are part of the 4-week wait pilot.

**Task 3** - Digital Reach - Staffordshire Technology Enabled Care Services (TECS) programme will help people access their GPs and find different sources of help. Elements will help to deliver to older people and asylum seekers from the NHS by April 2020.

**Progress to date**

The Digital Reach programme which uses communication technology, Alexa. The expected benefits of using Alexa includes reduced isolation; medication and appointment reminders; access to health and wellbeing information.

- The project’s use of Alexa was recently discussed on Radio 4’s ‘Inside Health’ in February, it included interviews with clinical lead Dr Ruth Chambers and patients who are using the Alexa equipment within the programme.
- Alexa has been extended from an original pilot of 9 to a further 30 patients within the North Staffordshire Wellbeing Service (IAPT), with a view to evaluating its long-term sustainability for the service
- Next steps: patients who have used the equipment will be evaluated on their experiences and this will be available to scrutiny by the STP / CCGs in due course.

**Other equality related activity in relation to Equality Objective 1**

**The Place of Calm Project**

[The Place of Calm Project](#) was developed to provide physical and mental health support to people in distress. Non-profit organisation Brighter Futures, which is leading the initiative, have teamed up with Staffordshire and Stoke-on-Trent CCGs and local authorities to provide the new services.

The funding received by [Brighter Futures](#) will pay for a range of services including a new refurbished building and outreach vehicle will be used to improve the health and wellbeing for rough sleepers who are some of the most vulnerable people in the area.

**Transforming Care Programme for people with complex mental health needs. Engagement and Sustainability**

The two links below show how the CCGs have worked together with partners and key stakeholders in the development and implementation of the Transforming Care Programme, demonstrating a multi-disciplinary approach across Staffordshire and Stoke-on-Trent. The CCGs are working alongside key partners; Local Authority, Independent Sector and NHS Key Providers, using a sustainable and joined up approach to develop a service for people with complex mental health needs namely Autism and Learning Disabilities.

[Transforming Care Programme - Engagement](#)

[Transforming Care Programme - Sustainability](#)

**Autism Diagnostic and Assessment Service for Children and Young People:**

This service is currently being delivered by Midlands Partnership Foundation Trust (MPFT) who are an interim provider. A new provider will deliver this service once the contract has been awarded. The interim provider is delivering service in line with the current service specification and contract review meetings are taking place between NHS Midlands Partnership NHS Foundation Trust (MPFT) and the CCG. An EIRA has been completed.

**Families from BAME communities affected by dementia**

A research Project that [Approach](#) (funded by Keele University) are working on (2020), with CCGs being part of the Steering Group.

Families from Black Asian minority ethnic (BAME) communities affected by dementia: exploring barriers and solutions to providing effective support. People from BAME communities are under-represented in dementia services.

This project will provide accurate information on issues such as: dementia awareness; disease progression; medication; services and resources available; and end of life support.

**Equality Objective 2 - To improve the fair access experience of protected group patients (into primary and secondary healthcare services)**

**Task 1** - Improving adult access to psychological therapies (IAPT) re-procurement – Waiting times are reduced from six to 2 weeks for all services users from the 1st April 2020

**Progress to date**

- Launching on April 1, the new Staffordshire and Stoke-on-Trent Wellbeing Service commissioned by the CCG's brings together existing improving access to psychological therapies (IAPT) teams in the county into one, fully integrated service with a single point of access.
- Improving waiting times (from six to 2 weeks) is included this as a reporting requirement,
- An equality impact assessment was completed.
- The service will support people with common mental health problems.

**Task 2** - Provide and further expand membership via 6 annual meetings involving feedback opportunities to Local Equality Advisory Forum (LEAF) patient representatives from across the 6 Staffordshire CCG localities, by March 2020. This should ensure a group of seldom heard group voices working with CCGs to help to shape inclusive services, and ahead of senior healthcare decisions being made.

**Progress to date**

The Staffordshire and Stoke-on-Trent Clinical Commissioning Groups (CCGs) Local Equality Advisory Forum (LEAF) membership became extended to pan-Staffordshire / Stoke-on-Trent-wide from January 2019, across Staffordshire and Stoke-on-Trent, meaning more representation of the protected groups as well as more representation of other vulnerable groups.

Since LEAF went pan-Staffordshire / Stoke-on-Trent-wide, five meetings have taken place and attendance at the meetings has decreased. Tracey Shewan (CCG Director of Communications and Corporate Services) is working with the CCGs and LEAF members to identify the reasons for the reduced attendance at meetings and to identify

any potential challenges etc. She has also discussed with Anne Heckels as Chair and to look at Integrated Care partnership footprints. It has been noted that LEAF member attendance has been at its strongest when meetings were held in the Stoke-on-Trent area.

**Objective 3. Staffordshire CCGs will develop and support an organisational culture of inclusion where staff are engaged, listened to and feel supported, and where leaders and managers foster a workforce culture which values: diversity, improved mental health and wellbeing.**

Task 1 - Staff Engagement Group (SEG) to take a lead role in progressing and monitoring outcomes for the new Organisation Development Plan during 2019 to 2021.

### **Progress to date**

#### **Work undertaken by the Staff Engagement Group (SEG)**

The Staff Engagement Group (SEG) is made up of core members and various volunteers from each directorate and base. Equality related items discussed by SEG have include:

Staff Survey and Data Cleanse - Staff Network Groups by Protected Characteristic – HR/OD Policies Review - Training and Development of Staff - Mental Health First Aiders Review - Staffordshire and Stoke on Trent CCG's Equality Objectives - Staff Event – Facilitating - Feedback to and from the Communications Engagement Equality Employment (CEEE) Committee.

#### **Staff Development Days 2019/20**

##### Vision for the Future - Staff Development Day – March 2019

The 'Vision for the Future' development day, took place on Wednesday 27 March at Uttoxeter Racecourse and focussed on new ideas about how primary care will change in the future, moving to a strategic commissioning organisation working with the Divisions to work with providers and alliance boards to develop an Integrated Care Provider (ICP) and with emerging Primary Care Networks.

##### Shaping the Future Staff Event Feedback 19th June 2019

Feedback from the evaluation forms, highlights both positive and constructive feedback. This will help the CCGs Leader to shape the next event - A summary of the anonymised feedback was produced.

##### Taking our next steps - Staff Development Day - 22 October 2019

On Tuesday 22 October, our 'Taking our next steps' staff event took place at Drayton Manor in Tamworth. Staff were asked to get creative and to show off the great news, successes or promotion of work in each of their directorates, by designing posters that were presented on the day.

##### February 2020 - Staff Development Day

On Wednesday 26 February our first staff event of 2020 took place at Uttoxeter

Racecourse. Feedback and Comments from the previous development days were discussed, along with key topics relating to staff including:

- Staff Survey Feedback
- Mental Health & Wellbeing
- Working Differently
- Our journey to an Integrated Care System

Equality Objective 3 – Task 2 - HR policies, training, NHS England's Workforce Race and Disability Equality Standards, Gender Pay Gap are aligned across all 6 CCGs and an EIRA is completed during 2019 - 2021

### **Progress to date**

HR Policies which are under review or are now aligned are scrutinised by SEG for feedback to CCGs on any impacts arising; and an equality impact assessment is completed by Equality & Inclusion Business Partners. Also quarterly summary of EIRAs are produced by the E&I Team and presented at CEEE Committee meetings.

Wellbeing Sessions: Staff attended an awareness Masterclass on how to recognise and deal with Anxiety & Depression.

Equality & Inclusion - Disability Awareness Sessions: These locality Masterclasses provided an opportunity for staff to find out more about Disability. The sessions included an interactive quiz and a quick-fire music quiz with a prize for the highest scoring pair of attendees. The presentation style provided interactive and thought-provoking discussions and was well received by staff.

### Workforce Race Equality Standard (WRES) - Summary

Within CCGs' combined workforce, the broad ethnic groups, Black, Asian and Minority Ethnic (BAME) are well represented across several senior pay bands specifically; Band levels 8 A, B, C, D and Very Senior Manager (VSM) positions which includes clinical staff. Pay bands 7 and below, are not so well represented.

There are opportunities to develop and encourage BAME Staff representation at the most senior levels including Lay Member and Executive/Director (Non-clinical) Levels. These opportunities could include Positive Action initiatives in recruiting Lay Members or providing motivated BAME staff the opportunity to be mentored or to shadow a CCG Leader. Working collaboratively with providers and partner organisations around National/Regional BAME Leadership Programmes e.g. NHS Leadership Academy Stepping Up Programme or similar.

BAME Board voting Members (which includes clinical leads) are proportionately over-represented when compared to the overall BAME workforce. The Equality and Inclusion Team will continue to support the Staff Engagement Group (SEG) to agree and implement any resulting issues or opportunities into the 2020 Equality Action Plan.

### The Workforce Disability Equality Standard (WDES)

The CCGs are not required to produce a WDES Template and Report for 2019. However, as part of the CCG's equality webpage audit, review and update, WDES information is displayed. The CCGs agree in principle to the aims and objectives of this standard and all four combined CCG equality objectives relate to Disability. NHS

providers are required to produce and publish details and the CCGs monitor provider compliance through an annual equality webpage audit.

#### Gender Pay Gap - Agreement by all 6 CCGs to report collaboratively

Individually each CCG are not required to publish this data due to each being below the 250-employee threshold. However, in 2019 Staffordshire and Stoke-on-Trent CCGs agreed and welcome the opportunity to publish this information collaboratively for 2019/20. This is further demonstration of the CCGs working together and taking a collaborative approach to gender equality.

#### Equality Objective 3 – Task 3 – Views of staff are regularly sought and acted upon e.g. temperature check and staff survey during 2019 - 2020

##### **Progress to date**

##### Staff Temperature Check (2019):

The feedback form was available on IAN (internal communication platform) from 19 July until 5 August and in that time a total of 45 submissions were made by staff. The feedback given was anonymised and has been collated by the Communications and Engagement Team.

The SEG and CEEE committee will review what feedback has already been shared to establish the most appropriate support and any developments will be shared via the Friday Staff Message.

##### Staff Survey (2019)

At a SEG meeting, members were informed that the survey is to be announced in the Friday message (internal communication platform) and on IAN. Members recommended that it is also sent to staff via email, as this will assist in obtaining a higher response rate.

##### Staff Survey Feedback Summary presented at February 2020 - Staff Development Day

##### Key staff positives included:

- I look forward to going to work
- I am enthusiastic about my job
- I am trusted to do my job
- It is important to me to be a positive role model
- It is important to me to be accountable for my area of work

##### Key staff issues included:

- I have unrealistic time pressures
- I am unable to meet the pressure of my job
- There are not enough staff in the organisation
- I work over 5 hours per week unpaid
- It is too noisy in my work area
- Personal experience of harassment, bullying or abuse from patients /

service users / relatives / managers/ other colleagues.

- I often think about leaving this organisation

### Other equality related activity in relation to Objective 3

#### Promoting Information and News (IAN)

The communications and engagement team held workshops on the staff intranet; Information and News, also known as IAN



IAN holds range of comprehensive information that informs and promotes working in culturally competent ways including.

- Organisational Development
- Health & Wellbeing (including mental health first aiders)
- Staff Notice Board
- Staff Networks
- Training and Development Opportunities
- Who's Who in the Equality and Inclusion Team
- Resource Centre (including equality and inclusion section)

### Objective 4: Staffordshire CCGs should ensure that equality is everyone's business, and everyone is expected to take an active part supported by the work of specialist leaders and champions

**Task 1** - Staff Engagement Group (SEG) to take a lead role in progressing and monitoring outcomes for the new Organisation Development Plan during 2019 to 2021.

#### Progress to date

The information below is taken from Staff Engagement Group meetings:

SEG were informed that a high-level strategic Organisational Development (OD) Plan included the 'Five Big Themes', leadership and talent development along with a high-level action plan had been developed and Directorate OD Sessions had been scheduled.

Discussions took place around the information provided in the plan with reference to masterclasses, systems and matrix working. SEG members felt that attending a one-day

OD Event was insufficient time and would appreciate more time on these elements to assist staff with the skills they would need in the future. A recommendation be made for two-day event and make sure we evaluate how these days are run.

**Task 2** - To improve staff confidential disability / Long Term Condition declaration rates to line manager and onto Electronic Staff Records (ESR) starting in 2019 via the Staff Engagement Group (SEG) declaration level and across 6 Staffordshire CCGs, ensuring the views of all vulnerable staff groups are given a voice in shaping the Organisational Development plan, during 2018-2019. (SEG) to review after May 2019)

### **Progress to date**

The summary below is taken from minutes from SEG meetings:

SEG members have highlighted the need to empower people to disclose their disability without the fear of being stigmatised especially around mental health. This would assist in improving declaration rates. Members discussed people who may have a disability but are not registered as disabled feeling that it is not required. It was suggested that SEG be instrumental in shaping the action plan and how we address a culture change.

Discussions around the CCG recruitment process namely about declaring disabilities after recruitment forms have been completed. A member informed SEG of their statutory equality duties around inclusion and highlighted the CCG's strategic equality objectives 4 to members.

### Staff Network Groups

The CCG's do not currently have staff network groups. SEG members have discussed the possibilities of working collaboratively with local NHS provider staff network groups. North Staffordshire Combined Health Trust (NSCHT), were invited to a SEG meeting to present an overview of staff network groups. These groups support Lesbian Gay Bi-Sexual Transgender (LGBT), Black Asian Minority Ethnic (BAME) and staff with a Disability. An offer was made for CCG staff to join these staff support groups.

SEG are currently looking at the practicality, logistics and data protection protocols, CCG Executive support and understanding CCG staff interest. SEG agreed to inform the relevant CCG executives of the proposal.

**Task 3** - Equality Delivery System Outcome 4.1 Boards and senior leaders routinely demonstrate their commitment to promoting equality within and beyond their organisations. during 2019-2021

### **Progress to date**

### Transforming Care Programme

The two links below show how the CCG leadership team have worked together with partners and key stakeholders in the development and implementation of the Transforming Care Programme, demonstrating a multi-disciplinary approach across Staffordshire and Stoke on Trent

CCG leaders include the Accountable Officer, Director of Nursing and Lay Member working alongside Local Authority, Independent Sector and NHS Provider leaders,

delivering a sustainable and joined up approach for people with complex mental health needs E.g. Autism and Learning Disabilities.

[Transforming Care Programme - Engagement](#)

[Transforming Care Programme - Sustainability](#)

**Raising the Equality Inclusion and Human Rights Profile across the CCG's**

Senior managers agreed an action to raise the profile of the equality and inclusion function across the CCGs'. Several meetings between the Communication and equality team have taken resulting in

- Providing Equality information in the CCGs' weekly "Friday Message"
- Developed a new Equality and Inclusion section and resource folder within the CCGs' internal Information and News platform.
- Agree 2 hr weekly (Employment and Services) drop-in advisory session (this will be implemented once normal business activity is resumed).

**Task 4 - Papers that come before the Board and other major Committees identify equality- related impacts including risk and say how these risks are managed. during 2019-2021**

**Progress to date**

The information below is the equality section of the cover sheet which accompanies the papers delivered to the CCGs' Governing Bodies and Sub Committees.

<b>2a.</b>	Has an Equality Impact Assessment been completed? If yes, please give date(s) for Stage 1 & Stage 2 If an Equality Impact & Risk Assessment has not been completed what is the rationale for non-completion?
<b>2b.</b>	<p><b><i>Please provide detail as to these considerations:</i></b></p> <ul style="list-style-type: none"> <li>• Which if any of the nine Protected Groups were targeted for engagement and feedback to CCGs, and why those?</li> <li>• Summarise any disaggregated feedback from local Protected Group reps about any negative impacts arising / recommendations (e.g. service improvements)</li> <li>• What mitigation / re-shaping of services resulted for people from local Protected Groups (along the lines of 'You Said: We Listened, We Did'?)</li> <li>• Explain any 'objective justification' considerations, if applicable.</li> </ul>
<b>2c.</b>	

**Task 5 Middle managers and other line managers support their staff to work in culturally competent ways during 2019-2021**

**Progress**

The summary below is taken from minutes of SEG meetings:

Organisational Change Policy

It was agreed that would include the discussions around supporting staff who are not in work due to maternity or sickness (for example) to be clear that managers need to consider that staff may have been out of the work place and may need more time or flexibility for interviews and support. Discussions were held about supporting staff who may have mental health conditions and that managers should seek HR advice to

support these staff.

#### Recruitment and Selection Policy

It stressed the need to ensure vacancies were advertised as widely as possible to seek to address the problem of underrepresented groups.

Action: include a section in this policy ref the above along with inclusion of a question in interview templates

### 5. Other key equality activity throughout 2019/20

#### Equality Impact & Risk Assessments (EIRAs)

Staffordshire and Stoke on Trent CCs completed and signed off a total of 95 Equality Impact and Risk Assessments. Covering a range of services, policies and functions. Relevance and proportionality to equality and human rights will often decide the amount of detail that is required. Quarterly EIRAs reports are produced and presented to the CEEE Committee.

EIRA's completed and signed off between March 2019/20	
EIRAs completed in quarter one	25
EIRAs completed in quarter two	22
EIRAs completed in quarter three	18
EIRAs completed in quarter four	30
<b>Total</b>	<b>95</b>

#### Invitation To Tenders (ITT) Pre Qualifying Questions (PQQ) and Procurement Evaluations

As part of the commissioning process, the equality and inclusion team carry out assessments and evaluations to assure that any future provider understands and can evidence how they will meet their statutory and NHS mandated equality requirements. During 2019/20 the follow assessments were carried out:

- Dermatology Procurement Project
- ITT Evaluation MRI Community Services
- ITT Evaluation Completion: Community Services Procurement
- Willow Bank GP Surgery Procurement - Bidder PQQ/ITT Q's Assessment and Grading
- PPQ/ITT Q's for the Procurement of IAPT - GP Practice Services - Community Services (East)
- ITT/PQQ Evaluation CYP Autism Services
- Procurement ITT evaluation Non-Urgent Patient Transport

#### Kick-off Meetings

A kick-off meetings have recently been introduced by the CCGs. These meetings are part of the initial commissioning process and introduces staff members from the participating directorates/departments involved in the commissioning of a service. E.g.

finance, quality, information governance, procurement, equality and inclusion etc. Kick-off provides an opportunity to have initial discussions regarding the service as a team. Kick off meeting have included:

- Health Navigator Service
- Medicine Optimisation Initiative

### CCG's Equality Webpage Alignment

The Equality Team worked closely with the Communication and Engagement Team were asked by the CCG's to align the six Staffordshire and Stoke on Trent CCG equality Webpages. While demographic differences are reflected in each respective webpage, the CCGs have agreed and demonstrate a collaborative approach to meeting their equality duties.

### North Midlands Equality Leads Network

The CCGs have been instrumental in setting up the North Midlands Equality Leads Network. The Network is supported by NHS England/Improvement and Equality Diversity Council representatives

A key purpose of the network is to establish collaborative working practices across NHS and Non-NHS provider organisations, commissioners and other relevant partners, to address equality issues, health inequalities and human rights, within the function of commissioning and delivering healthcare services.

To date the network as:

- Produced a draft Terms of Reference.
- Identified an executive sponsor.
- Shared equality and human rights good practice and initiatives

### 2019 Workforce Profile Report

Protected Characteristic	Key Findings
Age – Under 25 & 25-34 Age Group	In 2018 staff under 25 years of age totalled 2.2% of the workforce. In 2019 this rose to 3.1%. The number of staff in 2018 between the age range of 25-34 totalled 13.7%. This figure fell to 12.7% in 2019
Disability - Data Gap	In 2018 the Disability disclosure rate for all 6 CCG workforce was 10.3%. In 2019 the figure has dropped to 8%. A decrease of 1.7%
Gender - Re-assignment Data Gap	No information/disclosures.
Race	Across broad ethnic profiles, Staffordshire CCGs combined workforce is positively representative. However, there are variations in BAME representation at board voter and board executive levels

Religion and Belief	Staffordshire and Stoke on Trent CCG staff who did not state or did not wish to disclose their Religion or Beliefs totalled 40.63.% which is significantly high though this figure fell in 2019 to 36.1%
Sex	There is a positive representation of women in the NHS. Female representation increased by 1.7% and Male representation decreased by 1.7%
Sexual Orientation (LGBT) Data Gaps	Staff who were asked but did not state their Sexual orientation fell from 35% in 2018 to 31.5% in 2019
Part time – Full Time	The number of full-time staff working in the CCGs' increased by 14% while part time staff reduced from 49.8% to 35.8%

The 2019 CCG Workforce Profile Report was presented at a CEEE Meeting. These findings will support the development of the CCGs' 2020 Equality Action Plan. The full Report can be found on any of the respective Staffordshire or Stoke-on-Trent Equality Webpages.

## 6 Work Planning for 2020/21

- Produce a 2020 Equality Action plan based on data, recommendations and initiatives resulting from the equality work carried out in 2019.
- To continue to work collaboratively across the CCGs, while considering demographic differences across Staffordshire and Stoke on Trent as we continue the transition towards an Integrated Care System (ICS).
- To continue developing positive relationships with providers, community and voluntary groups and other key stakeholders.
- To continue to develop a culture that values difference, and employ a workforce that is supported, feels included and is representative of the diverse communities of Staffordshire and Stoke on Trent.

### Considerations and actions taken arising from the Covid-19 Pandemic

- **Workforce Race and Disability Equality Standards 2020 data collection suspended** due to COVID-19, as a result there is no longer a requirement for NHS organisations to submit their data this summer.
- **Gender Pay Gap reporting suspended** due to COVID-19, as a result there is no longer an expectation for employers to report their gender pay gap data.

Report Developed by Midlands and Lancashire Commissioning Support Unit (MLCSU) Equality & Inclusion Business Partners April 2020