

Equality, Diversity and Inclusion Activity Report 2020 – 2021



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1. Background

This report provides the Board of Directors with an update on the achievements, progress and developments in relation to the Equality, Diversity and Inclusion agenda at Sherwood Forest Hospitals NHS Foundation Trust.

2020/2021 has been a very challenging year for the Trust. Covid-19 has seen our colleagues and hospitals respond at pace in order to manage Covid positive patients in our hospitals whilst continuing to provide as many routine services as possible and maintaining the high standard of care that our community relies upon us to provide.

We have remained committed to providing an environment where all staff, service users and carers enjoy equality of opportunity. We oppose all forms of unlawful or unfair discrimination on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation, political affiliation, trade union membership and social and employment status.

Despite the challenges, we have ensured that the Equality, Diversity and Inclusion agenda has continued to be supported at all levels within the Trust.

In February 2021, the Trust demonstrated its commitment to EDI with the appointment of a workforce Equality, Diversity & Inclusion Lead for a six-month secondment initially who commenced in post during February 2021. This full-time dedicated EDI resource has been welcomed and some of the early impacts of this role are detailed in Appendix 1.

2 Organisational

2.1 People, Diversity and Inclusion Sub-Cabinet

This group was formed in late 2019 and replaces the former Equality, Diversity and Inclusivity (EDI) group. The sub-cabinet meets on a monthly basis and the focus of our work is ensuring an inclusive workplace for all colleagues.

The group remains committed to the work streams that were agreed by group members for 2019/2020 as the Covid pandemic slowed the progress of our objectives in 2020. The work streams are as follows:

- Embedding EDI across the Trust
- Development of our staff networks
- Recruitment and Retention of an inclusive workforce

- To ensure dignity at work for all - creating an inclusive workplace free from discrimination and stigma

The group provides monthly reports to the People and Inclusion Cabinet and the People, Culture and Improvement Committee. We also provide updates to the Joint Staff Partnership Forum (JSPF). There is also an inclusion in the Trust's annual report to the Board of Directors which notes our workforce EDI priorities and actions to be delivered.

2.2 Staff Networks

We have three established staff networks in the Trust and each network now has an Executive Sponsor to support their work;

- Ethnic Minority network x58 members; Emma Challans, Director of Culture and Improvement
- Lesbian, Gay, Bisexual and Transgender+ (LGBT+) network x50 members; Dave Selwyn, Medical Director
- WAND (We're Able aNd Disabled) network x22 members; Julie Hogg, Chief Nurse

All staff networks have an agreed Terms of Reference outlining the purpose and aims of the network. Whilst each network has its own terms, the purpose and aims are broadly the same;

- Purpose: To promote an inclusive workplace where all colleagues are welcomed, valued and have a true sense of belonging; for Sherwood Forest Hospitals to be 'a great place to be' for everyone
- Aims:
 - To work to eliminate any workplace stigma, discrimination, racism, bullying or harassment and promote equality
 - To influence and monitor policies
 - To support the Trust in its mandatory reporting and duties under the Public Sector Equality Duty and the Equality Act 2010
 - To provide support to colleagues through events and signposting to support
 - Provide education to aid understanding of the experience of colleagues from minority groups

Our staff network leads attend the People, Diversity and Inclusion sub-cabinet where the work of the networks can be promoted and matters for escalation can be discussed and agreed.

3 Compliance with mandatory reporting and the Equality Act 2010

3.1 The Public Sector Equality Duty

The Equality Act 2010 (s.149) places an Equality Duty on public bodies which encourages the Trust to engage with the diverse communities affected by our activities to ensure that policies and services are appropriate and accessible to all and meet the different needs of the communities and people we serve.

The Equality Duty consists of a General Duty with three main aims. It requires the Trust to have due regard for the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by or under the Equality Act 2010
- Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it.
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

Having 'due regard' means the Trust must consciously think about the three aims as part of our decision making processes and considerations of equality issues must influence our decisions, such as, how we act as an employer; how we develop, evaluate and review policy; how we design, deliver and evaluate services and how we commission and buy services from others. The general duty is also underpinned by a number of specific duties which include the need for us to:

- Set specific, measurable equality objectives;
- Analyse the effect of our policies and practices on equality and consider how they further the equality aims;
- Publish sufficient information to demonstrate we have complied with the general equality duty on an annual basis.

3.2 Specific Duties

The Equality Duty is supported by specific duties, set out in the regulations which came into force on 10th September 2011. The specific duties require public bodies to publish relevant, proportionate information demonstrating their compliance with the Equality Duty, and to set themselves specific measurable equality objectives. All information must be published in a way which makes it easy for people to access.

The information published must include;

- Information relating to employees who share protected characteristics (for public bodies with 150 or more employees); and
- Information relating to people who are affected by the public body's policies and practices who share protected characteristics (for example, service users).
- However it is up to each public body to decide itself what information it publishes to show its compliance with the Equality Duty.

3.3 Publication Duties

The information must be published on an annual basis. The Trust has published;

3.3.1 Workforce Figures

The information published on workforce figures identifies information in relation to the Trust's workforce and protected characteristics as defined by the Equality Act 2010.

- Workforce Diversity and Inclusivity report 2020/2021
- NHS Staff Survey Summary 2020
- Workforce Race Equality Standards (WRES) October 2020
- Workforce Disability Equality Standard (WDES) October 2020
- Gender Pay Gap Report 2020

3.3.2 Patient Figures

As part of the Equality Act 2010 information in relation to patients and protected characteristics must be collated and published. The patient figures published reports which are related to patients and particular protected characteristics are detailed below, however will be delayed in publishing due to COVID-19.

- Patient activity data on protected characteristics 2020/2021
- Membership report within the Annual Report and Accounts 2020/2021

3.3.3 Organisational Information

The Trust published its Equality Objectives Plan 2018-2021 along with the following documents which supports how the Trust is meeting the needs of the Equality Act 2010:

- Gender pay Gap Report 2020/2021
- Workforce Race Equality Standard (WRES) 2019
- Workforce Disability Equality Standard (WDES) 2019

- Disabled Access Report 2019
- Same Sex Accommodation Declaration

4 Gender Pay Gap Reporting

In accordance with the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017, employers with 250 or more employees are required to publish statutory calculations no later than 30th March each year.

The information aims to establish the pay gap between male and female employees in March the previous year. For the 2021 submission, organisations were afforded an extension to the publication date, however we published our 2020 report on 30 March 2021.

The Equality and Human Rights Commission defines the difference between equal pay and the gender pay gap as follows:

- Equal pay means that men and women in the same employment performing equal work must receive equal pay, as set out in the Equality Act 2010.
- The gender pay gap is a measure of the difference between men's and women's average earnings across an organisation or the labour market. It is expressed as a percentage of men's earnings.

Salaries at the Trust are determined through a national NHS job evaluation scheme called Agenda for Change (AfC). Job evaluation evaluates the job and not the post holder. It makes no reference to gender or any other personal characteristics of existing or potential job holders. Therefore, the Trust is confident it is paying the same salary to roles of equal value.

The legislation requires an employer to publish six calculations:

- Average gender pay gap as a mean average
- Average gender pay gap as a median average
- Average bonus gender pay gap as a mean average
- Average bonus gender pay gap as a median average
- Proportion of males receiving a bonus payment and proportion of females receiving a bonus payment
- Proportion of males and females when divided into four groups ordered from lowest to highest pay.

A summary breakdown of our workforce by gender and pay banding as at March 2020, which was published in March 2021, can be found on the Trust's internet site.

The Trust will undertake a number of actions which relate to these findings as follows:

- Gender analysis undertaken in relation to the Trusts leadership and talent management work
- Use the information within this report to inform the Trust's Equality, Diversity and Inclusion work plan.

5 Equality Delivery System 2 (EDS2)

EDS2 is a mandatory framework to assist us with ensuring we treat our patients and staff fairly and equally. The Equality and Diversity Council (EDC) is currently leading on the development of EDS3 and are collating suggestions and seeking input ahead of its implementation. The launch of EDS3 was expected in 2020 but due to the Covid-19 pandemic it is delayed.

The Nottingham and Nottinghamshire ICS have requested to take part in the pilot of EDS3 as a system and a meeting with a representative from NHSE/I with Nottinghamshire Equality leads took place in late 2019.

As we will be one of the pilot organisations, we did not undertake our EDS2 grading exercise in December 2020. CQC have been made aware of the names of the Trust's taking part in the EDS3 pilot and therefore this did not affect our rating.

6 Workforce Race Equality Standard (WRES)

The Workforce Race Equality Standard (WRES) is a mandatory framework that we have to complete on an annual basis. The WRES standards are included in the NHS Standard Contract and all NHS organisations are required to demonstrate progress against nine indicators; four workforce data metrics, four staff survey findings regarding White and BME experiences, and one Board metric to address low levels of BME representation. The CQC inspect on the WRES implementation under the well-led domain. The Trust's WRES data for 2019/2020 was published in October 2020 and a WRES action plan developed. The national WRES report, published in spring 2021, names Sherwood as one of the top Trusts for development opportunities for colleagues from ethnic minority backgrounds.

7 Workforce Disability Equality Standard (WDES)

The Workforce Disability Equality Standard (WDES) is a new mandatory standard introduced in April 2019. All NHS organisations are required to demonstrate progress against ten

indicators; three workforce data metrics, six staff survey metrics and one Board metric. The Metrics have been developed to capture information relating to the experience of Disabled staff in the NHS. The Trust's WDES report for 2019/20 data was published in October 2020 and a WDES action plan developed.

8 Equality Impact Assessments

We have agreed that no policy, procedure or process can be approved until an Equality Impact Assessment (EqIA) has been carried out. An EqIA is the detailed and systematic analysis of the potential or actual effects of a policy, procedure or process, which is undertaken in order to establish whether the policy, procedure or process has a differential impact on different groups of people. The aim of the EqIA is to eliminate discrimination and produce positive outcomes for equality. EqIA audits are undertaken on a quarterly basis and reported back to the Diversity and Inclusivity group.

9 Workforce Information

The Trust is committed to treating all its service users and staff with dignity and respect. Embracing diversity supports the delivery of our strategic vision and helps to ensure that we are providing effective services that meet the needs of our community.

We have a workforce EDI Strategy which is a public declaration of how we will demonstrably take forward our commitment to ensuring equality is embedded within all aspects of the organisation. Further details can be found on the Diversity and Inclusivity page on the Trust's website.

9.1 Ethnicity

In 2020/2021 the ethnicity composition has risen when compared with the previous year. The ethnicity profile of our workforce is positive compared with the profile of the local community which is 95% White.

Ethnic Origin	2019/2020		2020/2021	
	%	Headcount	%	Headcount
Asian	6.51%	315	8.16%	426
Black	1.72%	83	2.09%	109
Chinese	0.27%	13	0.27%	14
Mixed	1.47%	71	1.65%	86
Not Stated/Undefined	1.78%	86	2.37%	124
White	88.26%	4,269	85.47%	4463
Grand Total		5,003		5,222

9.2 Disability

The Trust collects data from all new employees regarding disability status and employees are encouraged to keep their own staff record updated throughout their employment. The current data identified 19.92% of staff have not declared their disability status, a decrease compared to last year.

	2019/2020		2020/2021	
	%	Headcount	%	Headcount
Disabled				
No	71.82%	3593	74.05%	3867
Not Declared	22.37%	1119	19.92%	1040
Undefined	1.12%	56	1.46%	76
Yes	4.70%	235	4.58%	239
Grand Total		5,003		5,222

9.3 Staff Age Profile

The overall age profile for the Trust's workforce is dominated by the 31-40 and 51-60 age groups; this is a change from the previous year where the 41-50 age group were one of the dominating age groups. We continue planning for potential retirements within coming years giving particular consideration to the Registered Nurse staff group where Nurses who have special class status can retire from 55 years of age. The facility for flexi-retirement continues to retain colleague's valuable knowledge, skills and experience within the Trust; allowing staff to retire and return to work. On the whole the age demographics continue to remain static, with a typical distribution across the age ranges. The Medical age profile is representative of the numbers of Doctors in training.

	2019/2020		2020/2021	
	%	Headcount	%	Headcount
Age Profile				
Under 20	1.12%	56	0.75%	39
21-30	19.67%	984	19.40%	1013
31-40	23.85%	1193	25.24%	1318
41-50	23.67%	1184	22.75%	1188
51-60	25.26%	1264	24.72%	1291
61-65	5.42%	271	5.99%	313
66 and over	1.02%	51	1.15%	60
Grand Total		5,003		5,222

9.4 Medical Staff Age profile

Medical Age Profile	2019/2020		2020/2021	
	%	Headcount	%	Headcount
Under 20	0.00%	0	0.00%	0
21-30	24.36%	124	24.24%	136
31-40	30.06%	153	31.55%	177
41-50	21.61%	110	21.57%	121
51-60	18.27%	93	17.11%	96
61-65	3.93%	20	4.10%	23
66 and over	1.77%	9	1.43%	8
Grand Total		509		561

9.5 Nursing Staff Age profile

Nursing Age Profile	2019/2020		2020/2021	
	%	Headcount	%	Headcount
Under 20	0.00%	0	0.00%	0
21-30	19.71%	281	19.50%	290
31-40	24.05%	343	26.09%	388
41-50	24.96%	356	23.47%	349
51-60	25.46%	363	24.28%	361
61-65	5.47%	78	5.99%	89
66 and over	0.35%	5	0.67%	10
Grand Total		1,426		1,487

9.6 Gender

In 2020/2021 the female workforce continues to dominate the overall headcount with almost 81% of employees being female. This is a small decrease when compared to the previous year's figures. Male headcount increased slightly compared to the previous year, however the position continues to remain relatively static. Whilst the male demographic of the workforce is considerably lower than the local demographic, this is comparable with NHS national demographic.

Gender	2019/2020		2020/2021	
	%	Headcount	%	Headcount
Male	18.65%	933	19.51%	1019
Female	81.35%	4070	80.49%	4203
Grand Total		5,003		5,222

9.7 Sexual Orientation

In 2020/2021, we have seen a decrease in the number of colleagues not declaring their sexual orientation; whilst this is positive, our numbers of those identifying as LGBT+ in our

workforce remains lower than the estimated local population of 5-10%. We are hopeful that the growth of our LGBT+ staff network, LGBT+ allies scheme and awareness raising events will provide colleagues, who have declined to declare their sexual orientation, with the reassurance to update their personal details in order to provide us with more accurate data.

Sexual Orientation	2019/2020		2020/2021	
	%	Headcount	%	Headcount
Bisexual	0.60%	30	0.71%	37
Gay or Lesbian	1.26%	63	1.24%	65
Heterosexual or Straight	78.63%	3934	80.45%	4201
Not stated (person asked but declined to provide a response)	19.49%	975	17.58%	918
Other sexual orientation not listed	0.02%	1	0.02%	1
Grand Total		5,003		5,222

10 Membership and Public Involvement

10.1 Membership

As a Foundation Trust we are proud of our membership totalling in excess of 21,000, which is around 5% of the local population. Excluding staff membership this number is closer to 16,000. The breakdown for this can be seen below:

	Number of members	Membership profile	Population profile
Age (years)			
0-16	6	0.04%	19.6%
17-21	31	0.2%	5.9%
22+	13,745	92.4%	7.3%
Not stated	1,106	7.4%	0%
Ethnicity			
White	13,269	89.2%	89.1%
Mixed	29	0.19%	1.6%
Asian	83	0.5%	6.2%
Black	30	0.2%	1.7%
Other	8	0.05%	0.3%
Not stated	1,469	9.8%	0%
Gender			
Male	5,352	35.9%	49.4%
Female	9,334	62.7%	50.5%
Not stated	202	1.3%	0%

10.2 Membership activity, events and communication

As with the previous years, the Governor's Membership and Engagement Committee has continued to focus on how best to engage with members. We have continued to issue a monthly e-newsletter - Trust Matters, which includes a digital event.

10.3 Annual General Meeting/Annual Members' Meeting

This year's AGM was held virtually via Microsoft Teams on Monday 28 September 2020. The link to the event was shared with all public and staff members, stakeholder and members of the general public to allow them to view the event.

We will continue to work closely with our members to help us to be truly accountable for the quality of the services we provide to our local communities.

10.4 Forum for Public Involvement

The Forum for Public Involvement continues to take place monthly, and has moved to a virtual format this year. The group has wider ranging discussions and input into Trust services and policies and regularly hears from colleagues across the Trust including around the Equality, Diversity and Inclusivity agenda.

11 Our CARE Values

The values an organisation holds are central to how it plans, organises and delivers service. Our CARE values describe the ethos of the Trust and our approach to working with patients, the public, staff, and partner organisations. Our CARE values underpin the work of the Equality, Diversity and Inclusion strategy and associated work plans, and are an effective framework to promote dignity, respect, embrace diversity and promote culture change.

12 Staff Survey 2020

The Trust participates in the national NHS Staff Survey on an annual basis. The 2020 survey was undertaken from the end of September and the last day for survey submissions was 30 November 2020.

In 2020 the response rate was 61%, a decrease of 4% on the previous year although this is likely due to the on-going Covid-19 pandemic.

This year the staff survey findings are reported with the Key Findings with 11 'themes'. The themes are a specific line of questioning on areas such as; Equality, Diversity & Inclusion, Safety Culture, Immediate managers Quality of care, Morale and bullying & harassment/violence.

The Trust remains the highest scoring Trust as a place to work at in the Midlands region for the third year running and joint third highest acute Trust nationally for our engagement score.

The key findings from the SFH 2020 national Staff Survey are as follows;

Top 5 scores (compared to external average)	
53%	Q4g. Enough staff at organisation to do my job properly
80%	Q18c. Would recommend organisation as place to work
85%	Q18d. If friend/relative needed treatment would be happy with standard of care provided by organisation
67%	Q19b. I am unlikely to look for a job at a new organisation in the next 12 months
43%	Q11a. Organisation definitely takes positive action on health and well-being

Bottom 5 scores (compared to external average)	
62%	Q12d. Last experience of physical violence reported
80%	Q12a. Not experienced physical violence from patients/service users, their relatives or other members of the public
61%	Q10b. Don't work any additional paid hours per week for this organisation, over and above contracted hours
50%	Q11d. In last 3 months, have not come to work when not feeling well enough to perform duties
72%	Q11e. Not felt pressure from manager to come to work when not feeling well enough

From an Equality, Diversity and Inclusivity perspective the 2020 Staff Survey also identified

- All Protected Characteristics have seen improvement in Stay Survey scores in 2020
- Ethnic Minority data is especially promising and has closed the gap in reported scores compared to non-ethnic minority colleagues
- No significant variation exists in Gender difference
- Disability remains a significant variation in experience (95% of scores lower than Trust average)
- Those under 21 and over 66 continue to report a poorer experience at work

The 2020 Staff Survey results have been communicated to Divisions/Departments across the Trust and our three staff networks who are using the results to improve the experience of colleagues in the following key areas;

- Address the Violence experienced by staff from patients, carers and visitors
- Reduce variation of experience (where you work)
- Tackle issues of EDI (age and disability)
- Focus on further improvements in how we treat each other focusing on Civility, Respect, Bullying and Harassment, Inclusion.
- Rebuilding after Covid

13 Human Resource Activities

13.1 Training and Development

The Training, Education and Development Department at Sherwood Forest Hospitals NHS Foundation Trust have a strong regional reputation for the quality of its education and training provision. The department is extremely proud of the role it plays in developing our current and future workforces to provide high quality and safe patient care.

Sherwood Forest Hospitals NHS Foundation Trust Training Activities 2020/2021 Gender/Ethnicity Profile

Course Title	Male		Female		Total Gender
	Number	%	Number	%	Number
Customer Relations	121	28	310	72	431
Health & Safety	867	25	2572	75	3439
Induction	484	19	2062	81	2546

Informatics	2	15	11	85	13
Medical Equipment	1013	13	6845	87	7858
Occupational Knowledge & Skills	2488	13	16545	87	19033
Personal Development	245	15	1421	85	1666
Resuscitation	436	28	1128	72	1564
Risk Management	3060	19	13242	81	16302

Course Title	White		Other Ethnic Background		Not Stated		Total Ethnicity
	Number	%	Number	%	Number	%	Number
Customer Relations	334	77	89	21	8	2	431
Health & Safety	2953	86	435	13	51	1	3439
Induction	1836	72	465	18	245	10	2546
Informatics	10	77	3	23	0		13
Medical Equipment	6260	80	1166	15	432	5	7858
Occupational Knowledge & Skills	16219	85	2373	12	441	3	19033
Personal Development	1378	83	201	12	87	5	1666
Resuscitation	1115	71	416	27	33	2	1564
Risk Management	13807	85	2134	13	361	2	16302

13.1.1 Diversity and Inclusivity Training

Diversity and Inclusivity training is mandatory for all staff at the Trust. During 2020/2021, a total of 4,381 staff undertook diversity and equality training across the Trust compared to 4,400 in 2019/2020. A new EDI Awareness session has also been developed and is currently being delivered across the Trust.

13.1.2 Mental Health Awareness e-learning

In May 2020, we launched an e-learning course for all staff; Mental Health Awareness. Creating this course via the Sherwood e-academy enables easy access for staff and we are able to signpost colleagues to the training as and when they need it.

To date 60 colleagues have accessed this e-learning course. 100% of colleagues said the learning was needed and that they would use it in their role.

13.1.3 LGBT Awareness and Hate Crime Training

We continue to provide an e-learning course via the Sherwood e-academy in order to give staff the flexibility to access the learning at a time that suits them.

To date 110 colleagues have accessed this training online. 100% colleagues said the learning was needed and that they will use it in their role.

13.1.4 Stepping Up Programme

We were pleased to announce that six BAME colleagues were successful in obtaining a place on the local Nottinghamshire 'Stepping Up' Programme which is run by the NHS Leadership Academy and funded by partners within the Nottinghamshire ICS. This is a 5 day course which commenced in December 2019 it was anticipated the course would finish in March 2020, however the last modules were put on hold due to COVID-19 and are now due to take place in July 2021.

Initial feedback from the six SFH delegates has been excellent and they will be feeding back on what they have learnt at a future Ethnic Minority staff network meeting when they complete the course. All delegates are keen to put their learning in to practice and we are working with colleagues within Organisational Development to arrange a focus group for them to understand what support and development they would like following completion of the programme.

13.1.5 Orientation

Equality, Diversity and Inclusion continues to be included within the Human Resources section of the Trust's orientation day, one for all new staff members and in the volunteer induction programme.

13.1.6 Manager's Induction

Our EDI Lead has developed a new EDI Awareness session for manager's induction. This session was first delivered in April 2021. The session was well received and has been adapted for delivery to all colleagues. To date the session has been delivered to the finance and PMO teams and was delivered daily during NHS Equality, Diversity and Human Rights Week (10-14 May 2021). Further sessions have been booked for other teams and managers within the Trust.

13.2 Human Resource Policies, Procedures and Practice

During 2020/2021, eight Human Resource policies were developed/reviewed and implemented within the Trust following approval and ratification by the appropriate forum. Six policies were extended to July 2021, four policies were extended to December 2021 and one has been extended until March 2022. This included revisions to the Trust's Disciplinary Policy, Sickness Absence and Wellbeing Policy, and the Capability Policy, in line with Just Culture principles. The following guidance documents were developed to support Equality and Inclusivity at the Trust:

- 2019/2020 Pensions Annual Allowance Charge Compensation Guidance
- External COVID-19 Vaccination Hubs Bank Worker Process Guidance
- Return to Work COVID-19 Toolkit Guidance
- Unpaid Breaks Guidance

13.3 Workforce Recruitment

The Trust operates fair recruitment practices to ensure equal access to employment opportunities for all. We currently have 4.58% of our current workforce that have declared themselves disabled. We have been awarded the 'Disability Confident Employer' and use this marque on our recruitment material to show we encourage applications from disabled people.

The scheme helps employers:

- draw from the widest possible pool of talent
- secure high quality staff who are skilled, loyal and hard working
- improve employee morale and commitment by demonstrating that you treat all employees fairly

It also helps us identify those employers who are committed to equality in the workplace.

Our applicant tracking system specifically highlights to appointing managers when an applicant has declared a disability to ensure we do not miss the opportunity to offer preferential interviews if the applicant meets the person specification. We also make reasonable adjustments throughout the recruitment and selection process to support disabled job applicants and employees.

The Trust support employees with a disability in a number of ways and takes steps to meet the needs and achieve equal outcomes, even if this requires 'positive action'. For example, designating disabled parking bays close to entrances, adjusting application processes, purchasing any required additional equipment, plus providing support or advocacy. Any

employee who has a disability during the course of their employment is supported by occupational health assessments, making reasonable adjustments to their duties and if necessary supporting their search for suitable alternative employment, with the aim of valuing and redeploying employees to retain their knowledge, skills and experience in the Trust.

The Trust operates fair recruitment practices to ensure equal access to employment opportunities for all.

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13.3.1 International Recruitment

We positively embrace diversity and believe that a diverse workforce, which shares its knowledge and experience, facilitates the provision of high quality patient care. We actively attempt to recruit employees from outside the local area to strengthen diversity.

Since November 2020, 20 international Nurses have started employment with the Trust and we hope to recruit a further 80 in the coming months.

Since April 2020 to date we have issued 79 certificates of sponsorship to doctors who are overseas nationals.

We also continue to provide certificates of sponsorship for professional employees wishing to stay in the UK but move to the local area.

14 Charters

14.1 Mindful Employer

The Trust continues to be a signatory to the Charter for Employers who are positive about Mental Health reflecting the general philosophy of Mindful Employer. 2020/21 will be the tenth year we have been a signatory to the Charter. The Charter helps the Trust to support staff that experience mental ill health, assisting us in achieving the following aims:

- Show a positive and enabling attitude to employees and job applicants with mental health issues, including positive statements in local recruitment literature.
- Ensure all staff involved in recruitment and selection are briefed on mental health issues and the Equality Act 2010, and given appropriate interview skills.
- Make it clear in any recruitment or occupational health check that people who have experienced mental health issues will not be discriminated against and that disclosure will enable both employee and employer to assess and provide the right level of support or adjustments.
- Not make assumptions that a person with a mental health issue will be more vulnerable to workplace stress or take more time off than any other employee or job applicant.
- Provide non-judgemental and proactive support to individual staff that experience mental health issues.
- Ensure all line managers have information and training about managing mental health in the workplace.

14.2 Disability Confident Employer Accreditation

The Trust maintains its “Disability Confident Employer – level 2” accreditation.

The Disability Confident scheme aims to help organisations successfully employ and retain disabled people and shows applicants and employees who inform us they have a disability that we are committed to being an inclusive employer. We are now committed to working towards the level 3 accreditation by October 2022.

14.3 Age Positive

DWP’s Age Positive initiative brings together research and information from employers on effectively managing an ageing workforce of all generations. As we support and practice the points covered by the DWP’s ‘Employing older workers’ guide, we can now freely display the Age Positive logo on recruitment materials.

We support the Age Positive initiative by:

- Offering flexible working, flexible retirement and apprenticeships
- Providing training on being age positive on the Trust's recruitment and selection training
- Not stating number of years' experience on our job adverts or person specifications
- Not specifying qualifications as selection criteria where they are not essential for the job so as not to exclude older candidates who might have the right skills and experience but didn't have the opportunity to take the qualifications specified
- Not asking for date of birth in our main application, only in an equality monitoring section

15 Safeguarding; Learning Disabilities, Mental Health, Children & Young People

15.1 Safeguarding Team

Safeguarding Adults, Domestic Violence, Learning Disability, Children and Young People, Mental Health and Dementia, work closely together under the wider remit of the Safeguarding Team. The reporting structure for safeguarding is via the Safeguarding Steering Group and then to Quality Cabinet. The Trust Safeguarding steering group meets every quarter and includes Divisional membership and on invitation external stakeholders such as the CCGs. For assurance the safeguarding teams produce quarterly reports and annual reports outlining all activity and exception reports where required to ensure risks are highlighted to the Board.

The safeguarding team are available in core hours enabling all queries are responded to within the working day. Out of hours support is available via the information recorded on the safeguarding intranet site. Work is also underway to develop support processes for senior members of staff out of hours.

15.2 Training

The safeguarding team facilitates:

- Safeguarding for both children and adults under a combined Think Family remit
- Safeguarding Adults/children, Learning Disabilities/Mental Health and dementia champion's networks are in place, with each department nominating Champions for their area. The Champions are supported by the team

- There is a national PREVENT mandatory e-learning module for all staff to undertake we are able to evidence full compliance with this training and staff are required to update annually via e-learning
- All the training has been reviewed in line with National developments and also includes themes from safeguarding referrals
- The safeguarding team facilitate a session on the annual mandatory update; this is updated each year and focuses upon the lessons learnt within the Trust from a safeguarding perspective each year. We link this also to learning from local and national incidents
- Hospital staff continue to receive training on Learning Disabilities via the Induction day (New nurses and Healthcare assistants) and via the Mandatory training programme. This programme has been reinvented with the use of video from the experiences of local patients followed by questions based on observations

15.3 Learning Disabilities

The referral processes for patients attending the Trust with a Learning Disability continues to be in place. The LD specialist nurse is notified of patients with an LD Diagnosis via GP, carers of patient, care Homes, SFH staff and external professionals (i.e. social services, community LD teams) they will then apply an LD alert to Medway, SystmOne and Nerve Centre. We are reliant upon them to identify the patients so we can flag their records and develop plans for care to support their transition into the hospital setting.

The training package titled Learning Disability Awareness is delivered at induction to all new starters to the Trust. This introduces the LD service and the roles and responsibilities of staff when caring for patients with a LD. The LD service continues to develop internal partnerships to support and provide advice to Trust staff, patients and carers where there are needs and/or vulnerabilities.

LD nurse specialist also provides training to ED and EAU health care staff from a LD perspective which evaluates well and provides an opportunity for staff working in these areas to discuss cases with LD nurse for advice and feedback.

The Learning Disability Care Plan continues to be in place to ensure that any patient admitted receives all the correct and most up to date paperwork. This plan is inclusive of risk assessments, pain tools, traffic light assessments and discharge planning.

The LD specialist nurse is notified of LD patients who are coming through the outpatient departments that may require additional support through reasonable adjustments or best

interest processes. These notifications can come from SFH staff, GP, carers of patient, care Homes, and external professionals (i.e. social services, community LD teams).

15.4 Dementia

The Trust has responded during the last year to the national requirements for dementia screening and reports this to NHSI on a monthly basis.

The Dementia Nurse Specialist supports training to staff on the induction, clinical skills and mandatory update sessions.

15.5 Mental Health

We have continued to enhance liaison between Trust services and those provided by the Liaison Psychiatry service provided by the local Mental Health Trust. A guide was developed to support patients with mental health issues affected by Covid 19. Support as appropriate is offered to staff to signpost to relevant services if this is requested

16 Chaplaincy

The last year has been very different for chaplaincy.

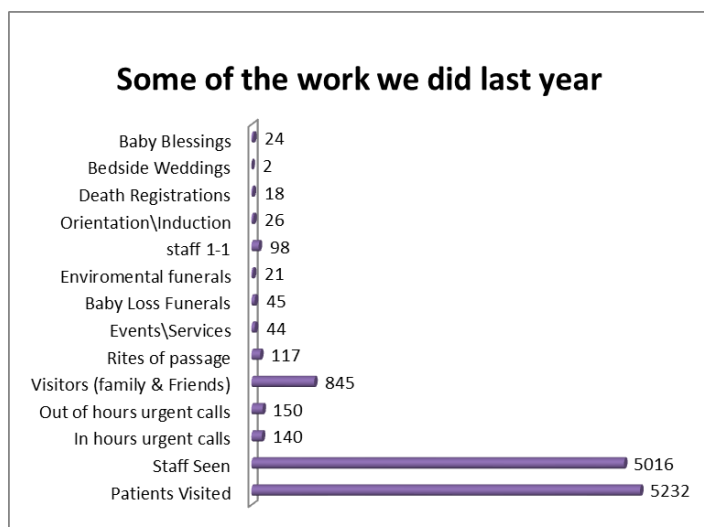
The pandemic has had a huge impact on the way we work, from our use of volunteers, the way we did bed-to-bed visiting, the suspension of collective worship, gatherings, memorial services and a hugely increased focus on end-of-life care, and an increased need for staff support. We have also found new ways to use technology, for instance using iPads to enable a chaplain to link patients and their relatives or faith leaders.

As chaplains, we are called to the front line. We stand alongside our clinical and medical colleagues, as one team. We continue to provide spiritual, religious, pastoral and emotional support for Trust patients, staff, and families and friends but in a very different way to previous years.

Normally, when saying the final prayers for end of life patients, the family would be there, but one of the cruellest things about this infection, is that it has taken away the right of loved ones or their own Faith leaders to be there at the end and it feels important to reassure them that we have carried out their wishes, that their loved ones have had a blessing or to assure them that their loved ones were not alone.

The service offered by the chaplaincy is entirely inclusive, taking into account, beliefs, gender, race, colour, ethnicity, ethnic or national origin, citizenship, religion, disability, mental

health needs, age, domestic circumstances, social class or sexual orientation. This service is offered with respect for the integrity and autonomy of all within our care.



We provide inclusive materials and resource for prayer, worship and reflection in our sacred spaces. Our resource boxes are well used in the ward areas. We have recently obtained some Polish versions of the Bible. We have also made enquiries about receiving other languages. Quran cubes (small audio devices that play Quranic verses and prayers at the bedside) have been donated and have been well received.

The Pandemic has had a huge impact on the health and well-being of our staff. Many are struggling with fatigue, low mood, stress, anxiety, lifestyle addictions, relationship issues and abuse and it is far from over. More than ever, they need support both now and for the foreseeable future. The addition of Wellbeing chaplain has been a real boost to chaplaincy and has given us the opportunity to build confidential relationships with many members of staff and the opportunity for them to unload. We hope that the post of wellbeing chaplain can be extended.

We value the diversity of our employees and recognise that most religions or beliefs have special spiritual observance or holy days. This year has been very different for our Muslim colleagues during Ramadan. Due to social distancing, access to prayer facilities, have been largely suspended but for Ramadan we made the Faith Centre available for their prayers and reflection for 2 hours every afternoon allowing 20 people per session rather than just 6 in the prayer room. We have had much appreciation for the support we gave.

When possible, the baby loss group has had socially distanced meetings at MCH in order to support those who are struggling through difficult times.

The King's Mill garden and memorial cairn continues to be popular with staff and visitors. People enjoy seeing the flowers and the care that is given to the space. Employees seem to

17.1.2 Black History Month – October 2020

During the month, staff stories were shared and we once again partnered with the Nottingham and Nottinghamshire ICS for a live virtual event which took place via MS Teams on 29 October.

17.1.3 International Day of Persons with Disabilities – December 2020

- WAND staff network Lead presented to Public Board
- Video blog featuring two colleagues with hidden disabilities recorded and shared with colleagues
- Screensaver created and displayed during the week of Disability Day to raise awareness of hidden disabilities across the Trust (pictured below)
- Lapel badge for members and allies designed (delivered in the new year and distributed to members)



We also supported a live virtual event with the Nottingham and Nottinghamshire ICS which focussed on mental wellbeing during lockdown and attracted over 350 viewers across the system.

17.1.4 LGBT+ History Month – February 2021

During the month our staff network Lead and members of the LGBT+ staff network share their powerful and personal stories via Sherwood Voices bogs which were published both internally and externally.

We had planned to install a Rainbow Pedestrian crossing but were unable to due to poor weather conditions. The crossing, the first of its kind in Nottinghamshire, was completed in March and has been very well received by members of the public and our colleagues.

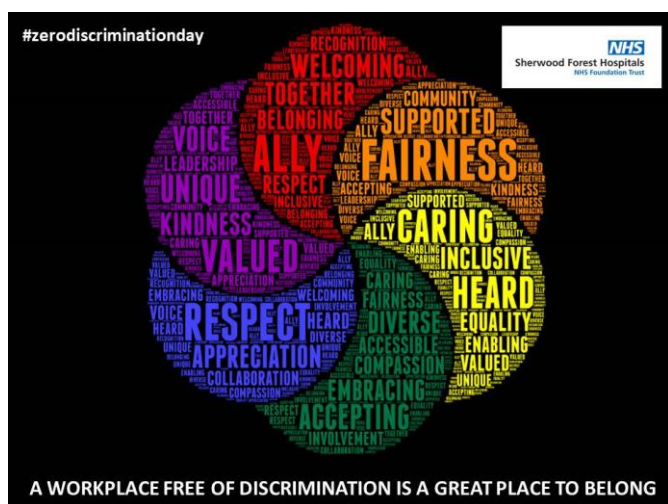


Pictured: LGBT+ staff network lead Angela Sutton and co- lead Phil Eardley soaking up some sun on the Rainbow Crossing

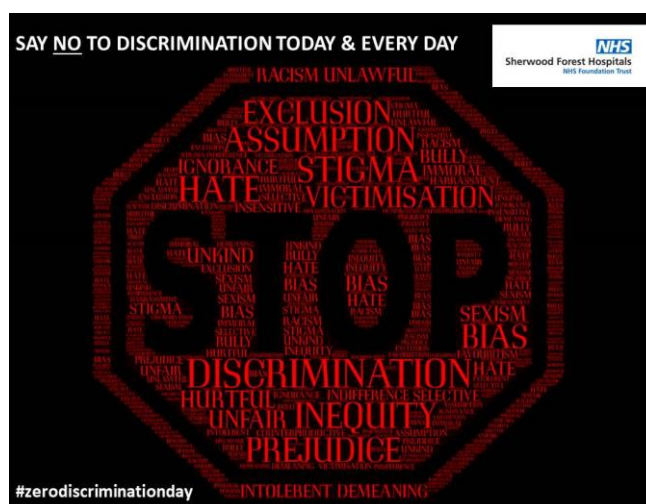
17.1.5 Zero Discrimination Day – March 2021

We marked this day, on March 1, with a Sherwood Voices blog which brought the voices of our three staff networks together for the first time; the blog was shared on our website and social media channels.

Our staff networks also suggested words for the day which describe a workplace free of discrimination; their words were transformed into wordle which was shared on the day. We also created a similar image for a profile picture which was used on our EDI Twitter page, #EqualitySFH.



Staff Network image



Twitter profile picture

17.1.6 International Womens Day – March 2021

On 8 March, 18 female colleagues shared their personal career stories via a series of Sherwood Voices blogs which were shared internally and externally.

17.1.7 NHS Equality, Diversity and Human Rights Week – May 2021

Our activity programme started on Friday 7 May 2021 where our EDI Lead and Staff Network sponsors joined Richard Mitchell to talk about the upcoming week, why it is important and also to promote our staff networks. Other activities took place via MS Teams and through our social media channels and each day supported the NHS Employers theme of daily celebrations linked to the NHS People Promise;

Being a Team	<ul style="list-style-type: none"> • Blog from EDI Lead including #SFH Team Video and link to workforce EDI strategy • Individual/team video's shared during the day
Recognised & Rewarded	<ul style="list-style-type: none"> • Blog from Richard acknowledging challenges during Covid and how we've rewarded our teams
A voice that counts	<ul style="list-style-type: none"> • Promotion of staff networks • Unveiling of new staff networks art work • Celebrating the appointments of new leads and co-leads • Blog from Kerry Bosworth, F2SU Guardian
Safety & Health	<ul style="list-style-type: none"> • Blog featuring occupational health, wellbeing, Infection Prevention and Health & Safety
Compassion & Inclusion	<ul style="list-style-type: none"> • Blog from Emma Challans regarding compassion • Organisational Development feature on Civility • Video blog from our EDI Lead focussing on inclusion to conclude the week's celebrations

17.2 Initiatives

17.2.1 LGBT+ Allies Scheme

During Pride in July 2020, we launched our very own LGBT+ allies scheme to complement the Rainbow Badge scheme which was launched in 2019.

In joining to the scheme, colleagues are required to sign a commitment to the following;

- Take a stand against anti-gay slurs, bullying, jokes or negative comments
- Keep up to date with LGBT+ issues and support the work of the LGBT+ Staff Network
- Promote an all-inclusive workplace where people can be themselves if they choose to do so
- Champion LGBT+ equality within my service and/or department ensuring that the needs of LGBT+ staff, patients and carers are met wherever possible

- Be visible as an ally by wearing a Rainbow Lanyard; modelling good practice and showing that I am a safe person for someone to speak to in our hospitals

To date, over 250 staff have signed up to be an LGBT+ ally across the Trust.



Pictured: Our Chief Nursing team colleagues after signing up to the scheme.

18 Translation Services

Throughout 2020/2021 thebigword have continued to provide our interpreting and translation services. The Nottinghamshire Deaf Society also provides a service for sign language. Divisional management secretaries are responsible for liaising with the supplier on a day to day basis and placing our bookings for face to face interpreting services.

We have also recruited additional volunteer interpreters during the year, and we have on a couple of occasions called on their services and they have been a great help at short notice.

We continue to maintain links with the Interpreting team at Nottingham University Hospitals (NUH) to discuss improvements which can be made to our services. They have also assisted us on a few occasions where we have been unable to obtain an interpreter in certain languages. The Interpreting Manager at NUH is also available as a support mechanism to our volunteer interpreters should this ever be required.

The draft Interpreting Policy has yet to be approved as other work has been prioritised during the COVID response and involvement in the Vaccination programme. It is hoped this will be approved within the next couple of months.

19 Safe Places

Kings Mill and Newark Hospitals are designated 'Safe Places' via the Patient Experience Offices. This is a Mencap scheme to provide safe places in the community where vulnerable people with learning disabilities can go if they get into trouble or feel unsafe, frightened or bullied. The Patient Experience team liaise with Mencap's Hate Crime Co-ordinator to report any contacts we receive as a 'Safe Place'.

20 Strategy for 2020/2021

Our EDI strategy has been reviewed and updated to better reflect the Trust's strategic objectives, the NHS People Plan and Promise and the objectives of our local system.

Our strategy has four key objectives;

- Compliance with mandatory reporting and The Equality Act 2010
- Ensure our policies and procedures reflect Just Culture principles, best practice and legislation
- Ensuring Sherwood reaches its aspiration as an inclusive employer through the development of staff networks and staff engagement in the EDI agenda
- Supporting staff health and wellbeing on the journey of recovery from the Covid-19 pandemic

The strategy has been published on our website for public viewing.

21 Appendix 1 - EDI Lead – THE STORY SO FAR

Ali Pearson, May 2021

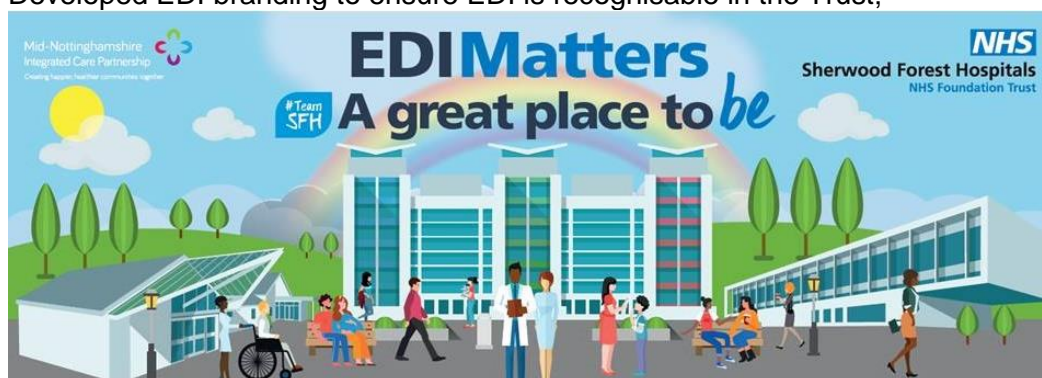
I transitioned into the EDI Lead role during the month of February whilst my substantive role (Assistant HR Business Partner) was appointed to and formally started working full-time in the role in March 2021 and detail herein some of my progress to date and plans for the coming months.

EDI Strategy developed and published

Provided clarity on objectives for the coming 12 months which are aligned to Trust strategy, NHS People Plan and the Midlands regional strategy. The strategy can be viewed [here](#).

EDI Branding

Developed EDI branding to ensure EDI is recognisable in the Trust;



Covid Vaccination support

I provided a report in March for submission to NHSE/I and PHE to detail our approach to vaccinating colleagues from Black and Ethnic Minority communities. My contributions to our success;

- Myth-busting document written and published
- Live vaccination Q&A sessions; one for all staff and one for ethnic minority colleagues
- Liaison with our clinical psychology colleagues to create a video blog for colleagues suffering with needle phobia and/or vaccine anxiety; this has also been shared with Occupational Health to provide on-going support for all staff vaccinations
- Posters displayed in the Faith Centre featuring our deputy Chief Nurse receiving the vaccine
- Information sharing through our staff networks
- Shared positive vaccination stories from Black and Ethnic Minority communities (including our staff) via our EDI Twitter platform @EqualitySFH and via the #TeamSFH closed Facebook group

Staff Networks

- New lead and co-lead appointed to the Ethnic Minority staff network (name changed in May 2021, formally known as the BAME staff network)
- Additional co-lead appointed to the LGBT+ staff network
- Breakfast meeting with Executive sponsors to agree collective aims and ways of working for the networks

- Staff brief 'takeover' where staff networks were promoted
- New branding to provide clear identity for our staff networks and replace individual visuals;



Embedding EDI raising the profile of the EDI Lead role

- Have attended various team and leadership meetings to present the new EDI Strategy and raise the profile of the EDI Lead role
- Reports to and attendance at the People and Inclusion Cabinet and People, Improvement and Culture Committee
- Attend the Trust/Compass Group HR Forum to support the engagement of colleagues from our partner organisations
- Reviewed the content and designed an easy read version of the newly written EDI Charter which has now been shared with ICS system partners for use in their own organisations
- Led on activity for LGBT+ History Month, Zero Discrimination Day and NHS Equality, Diversity and Human Rights week
 - During NHS E,D & HR week, I wrote a blog to open the week's celebrations, concluded the week with a video blog, authored a staff networks blog and delivered daily EDI Awareness sessions for all staff
- Designed and delivered new EDI Awareness session for Manager's induction; bookings for delivery to teams and manager development days have been taken over the coming months
- Supported the design of the new Wellbeing Conversation training to ensure cultural sensitivity
- Supported the Trust in identifying three Nursing and Midwifery colleagues who have applied for a place on the Aspirant Leaders programme with the NHS Leadership Academy
- Worked with PDI sub-cabinet to develop questions regarding EDI to be included in all interviews
- Have developed a new EDI Statement to be included in all job descriptions
- Designed a question for our exit questionnaire to provide insight into the inclusive culture within teams from colleagues leaving our organisation
- Met Chief Registrar to agree activity to engage and support Junior Doctors in EDI at Sherwood; EDI page created for inclusion in 'Connecting Doctors' publication
- Met with Practice Development Matron to agree a plan for engaging with our international nursing colleagues
- Designed an EDI introduction page for inclusion in Nursing, Midwifery and AHP colleagues induction pack and also shared with the medical workforce team for inclusion in the Medic induction pack

LOOKING FORWARD 2021/22

Our focus for the upcoming year will be on improving inclusivity for all colleagues at Sherwood Forest and, in particular, we will focus on reducing race inequalities.

We will collaborate with the Nottingham & Nottinghamshire ICS and regional leads to implement the Midlands Race Equality Strategy within the Trust, where our focus will be initially on the high impact actions being progressed;

1. Address unfair treatment experienced by staff from diverse background who may be disadvantaged in recruitment and promotion practices,
2. Embed accountability and make workforce diversity an organisational priority by tackling institutional racism and reducing bias, and
3. Increase diversity of talent pools, particularly those from diverse ethnic backgrounds.

WRES & WDES focus groups

- Raise awareness and gain understanding of what, if any, impact these reports have had for ethnic minority and disabled colleagues to date
- Use results to engage colleagues (who are not staff network members) in the creation of objectives for action plans
- Support a positive working experience for minority group colleagues and improved future results

Divisional Commitment

- Increased awareness of EDI at divisional, service line and team level to support equality and inclusion
- Increased EDI activity in divisions
- Engage clinical colleagues with education and awareness raising
- Improved communication between EDI Lead and divisions on EDI matters

Leadership Development for Ethnic Minority AHP's

- To develop an in-house offer to improve upon the limited opportunities provided by the NHS Leadership Academy
- Increase the number of ethnic minorities colleagues in manager and leadership roles within the Trust

PRIDE!

- For the first time, this years' PRIDE will feature a transgender patient whose story will be shared and the patient will also be joining colleagues for our 2021 PRIDE march
- First time PRIDE celebrations at Newark hospital

REACH OUT!

15 October 2021 will see the very first REACH OUT! conference. REACH (Race, Ethnicity And Cultural Heritage) OUT! The event will be to reach out to colleagues across the Trust to engage in celebrating the diversity within our workforce, provide an opportunity for education and understanding through awareness raising and lived experiences and of course, we hope to provide some fun and entertainment during the event!