

# Race Equality Scheme 2005

	Page
<b>Foreword to the Race Equality Scheme</b>	3
<b>Part One – Introducing Weston Area Health Trust’s Race Equality Scheme</b>	
1 Our Legal Obligation	4
2 Weston Area Health Trust	5
3. Board statement of commitment	6
4. Vision statement	7
5. Aims of the Race Equality Scheme	8
6. Framework for Delivery	8
7. Organisational context	9
<b>Part Two – Making sure our Race Equality Scheme is put into practice</b>	
8. Assessment of function	10
9. Employment	12
10. Access to information and services	13
11. Consultation arrangements	15
12.. Reference Groups	15
13. Complaints procedures	15
14. Training	16
15. Monitoring	16
16. Frequency of review	17
17. Publication and communication of scheme	17
18. Promoting race equality	18

## **Foreword to the Race Equality Scheme**

Both of us are pleased to have this opportunity to say why this Race Equality Scheme is important to us and to confirm our own personal commitment to the delivery of an action plan. We recognise that the Trust impacts on the daily lives of the many people we serve – either as a major provider of services or as a major employer – and sometimes both!

Neither of us has been with the Trust for very long and we are both aware of the many changes that have taken place over the last two years or so. Those changes began after

our previous Race Equality Scheme was published in 2002 and they have led to a situation whereby staff are now better prepared to tackle inequalities and discrimination than they ever were before.

In 2004 the Trust agreed, after extensive consultation, a set of Values. Those Values and the Behaviours associated with them now form part of the expectation that we have of all staff and, indeed, were taken on board as we developed a comprehensive package of employment policies. Those Values are not an optional extra and we will take appropriate steps if it becomes evident that they are not being upheld.

It is no accident that one of the Values is to 'embrace diversity'. We are proud of the diverse range of backgrounds and ethnic mix of our staff and are acutely aware that, without all of them, we would not be able to run a hospital in Weston super Mare. This is a fact not necessarily appreciated by all of the people who use our services and one which we should publicise at every opportunity.

The Trust Board will receive regular updates on the implementation of the Scheme and will closely watch progress and encourage progress where this is not being made.

Martin Harker  
Chair  
May 2005

Mark Gritten  
Chief Executive  
May 2005

## **PART ONE – INTRODUCING THE RACE EQUALITY SCHEME**

This part of the scheme sets out who we are and why the scheme is important to us.

### **1.1 Our Legal Obligations**

The Race Relations (Amendment) Act (the Act) 2000 requires organisations to develop a Race Equality Scheme (RES) by 2002 and then to update and revise their schemes by May 2005.

Weston Area Health Trust (the Trust) is committed to promoting diversity and equality for all the people it serves. It takes seriously its obligations under the Race Relations

(Amendment) Act and wider equality legislation enshrined within the Disability Discrimination Act (DDA), Equal Opportunities Act, Human Rights Act and the regulations under article 13 of the European Communities Act covering sexuality, age, religion and belief.

Under the Act the Trust is a public authority defined as a “body named, defined or described in schedule 1A to the Race Relations Act, or depending on the context, a body named, defined or described in one of the schedules to the Race Relations Act 1976 (statutory duties) Order 2001”.

It also meets the requirements in performing a public function defined as “functions that affect, or are likely to affect, the public or a section of the public” (CRE code of practice).

The Race Relations (Amendment) Act 2000 came into force in April 2001 outlining a general duty and specific duties for public authorities to comply with.

## **1.2 The General Duty**

A general duty is placed on all public authorities to have due regard to:

- Eliminate unlawful racial discrimination
- Promote equality of opportunity and
- Promote good relations between people of different racial groups

There are also four underlying principles that underpin the successful implementation of the general duty. They are:

- Promoting race equality is obligatory for all public authorities listed in schedule 1A to the Act
- Public authorities must meet the duty to promote race equality in all relevant functions
- The weight given to race equality should be proportionate to its relevance
- The elements of the duty are complementary, as they are all necessary to meet the whole duty

## **1.3 Specific Duties**

Under the Act the Home Secretary has powers to place specific duties on public authorities to assist them in meeting the general duty to promote race equality. The specific duties came into effect on 31 December 2001 with bodies given until 31 May 2002 to, as part of the specific duties, prepare and publish a Race Equality Scheme (RES) setting out the ‘functions’ or ‘policies’ relevant in meeting the general duty.

The contents of a RES are clearly defined by the Act and in particular articles 2(2) and 2(3) of the 1976 Race Relations Act (Statutory Duties Order 2001).

The scheme should state:

- Functions or policies or proposed policies relevant to meeting the general duty
- Assessing and consulting on likely impact of its proposed policies
- Monitoring policies for any adverse impact
- Publishing the results of the assessments and consultation and monitoring
- Ensuring public access to information and services

- Training staff in respect to the duties imposed in the general duty

## **1.4 Employment Duties**

Under the specific duties on employment the Trust undertakes to monitor by racial group:

- Number of staff in post
- Applicants for employment
- Training and employment from each racial group

Public authorities that have 150 or more full time staff are required to meet additional duties under the Act. The Trust will adhere to the additional duties in monitoring by racial group those employees who:

- Receive training
- Benefit or suffer detriment as a result of its performance assessment procedures
- Are involved in grievance procedures
- Are subject of disciplinary procedures
- Cease employment

The results are published annually.

## **2.1 Weston Area Health Trust**

The Trust is a major public organisation providing services to the people of Weston super Mare and the surrounding area and in some cases beyond. Typically we also help other parts of the NHS to meet their targets by providing services to patients from those areas and we also provide services to the many visitors to Weston super Mare and North Somerset.

Within the National Health Service we are known as a 'secondary' provider. This means that except in one or two cases (e.g. Accident and Emergency and Maternity) patients will normally only access our services if they have firstly contacted their GP (the Primary Care Provider). We operate two main sites: Weston General Hospital where our hospital services are located and at Drove Road where our children's and some other activities are based.

Weston General Hospital has a mix of medical and surgical beds. We also have an Accident and Emergency Department and a complete range of complimentary activities (such as Radiology, Pathology, Therapies). These are supported by other activities which, taken together, make the hospital and services we offer work.

Each year the Trust treats (in the broadest terms) over 100,000 patients. In addition, we employ around 1,700 staff, across the complete range of health care professions and support roles. We spend over £60 million a year and are therefore, an important part of the local economy and public life.

## **2.2 Our Purpose**

In 2004 the Trust agreed a strategic direction for 2004-8. Our vision for this period is to:

“Work in partnership and to a new strategic model, to provide high quality local health care that has discarded traditional arrangements of care into primary, secondary and tertiary streams.”

### **2.3 Values and Behaviours**

Also in 2004 and with the full encouragement of staff, their representatives and other stakeholders, the Trust developed and adopted a set of Values and Behaviours, as follows:

#### **Our Values:**

- Act with courtesy, dignity and respect
- Embrace diversity, involve staff and the public and strive to meet expectations
- Be transparent, honest and open
- Look after our staff and support each other through teamwork
- Put patients' needs first

#### **Our Behaviours:**

We will demonstrate our commitment to these Values by:

- Tackling bullying, harassment and abuse whenever it occurs
- Celebrate and reward success
- Communicate more and explain what is and what is not possible

### **3. Board Statement of Commitment**

Consistent with our Values and Behaviours, the Trust positively supports equality of opportunity and the promotion and celebration of diversity. It is committed to promoting race equality, eliminating unlawful discrimination, promoting good race relations between people of different racial groups in all its functions, and promoting equality of opportunity for employees and job applicants.

The Trust is committed to ensuring that its services are accessible, appropriate and fair. To do this, it recognises the need for a diverse workforce, capable of understanding the needs and culture of existing and potential service users, and communicating effectively with them.

This is our second Race Equality Scheme. Since the publication of our first scheme in 2002 much has changed within the Trust. Those changes have affected all areas of the Trust and all staff and were necessary prior to specific activities aimed at delivering a Race Equality Scheme including impact assessments.

Starting with a clarification of who is responsible for what, the Trust has since 2002 developed significantly the extent to which it involves patients and the public in its affairs and, at the same time, also improved staff relations and modernised employment practice. This has impacted positively on patients and staff irrespective of their ethnicity. The positive impact on staff is borne out by the results of the 2004 Staff Attitude Survey which were published in March 2005. These were generally very positive. This positivity was shared (and in some cases exceeded) by staff from ethnic minorities.

#### **4. Vision Statement**

The Trust is committed to eradicating racial discrimination so that service users, staff, visitors and contractors can feel safe and supported in a working environment which positively reinforces equality of opportunity. The Trust is concerned about the divisive and harmful effects of racism, which mainly subject minority ethnic people to negative attitudes and treatment. This results in racial discrimination, racial disadvantage, racial harassment and racial hatred.

The Race Relations (Amendment) Act 2000 places a general duty on public authorities to tackle racial discrimination, promote equal opportunity and promote good race relations. The Act also sets out a number of specific duties designed to help public authorities meet the general duty, one of which is to prepare a Race Equality Scheme. This Race Equality Scheme lays out how the Trust proposes to meet its obligations under the legislation. This Race Equality Scheme, which has been approved by the Board, requires equal treatment for all regardless of race, colour, ethnic or national origin and is consistent with the Trust's commitment to meeting its broader legal obligations to equality: this is consistent with the Trust's Employment Policies.

The Trust, through this Scheme, aims to use people's talents to the full. The Trust recognises that its service users and staff comprise a diverse group of people, of different cultural and ethnic backgrounds and with wide range of abilities, experiences and skills. It is important to harness this diversity to promote greater respect between people, new ideas, greater learning and productivity.

The Trust aims to ensure that all service users, staff and applicants are treated equally in service access and delivery, recruitment, selection, training, development and promotion in accordance with the Trust's policies. It is the Trust's policy that no individual or group will be subject to unlawful direct or indirect discrimination based on gender, pregnancy, colour, race and nationality, national or ethnic origin, religion, disability, sexual orientation, political beliefs, or offending background.

In its commitment to promote equality, the Trust seeks to work collaboratively with local community and external organisations to eliminate racism in its functions and structures, as well as continuing to foster positive changes in behaviours and attitudes. It will also ensure that due regard is given to race equality in everything the Trust does and the decisions it takes.

The Trust will seek to involve people with experience of discrimination in all the equality strands in its governance and to be able to secure the support of a wide range of stakeholders, including employees and trade unions through the Trust Consultative Forum.

#### **5. Aims of the Race Equality Scheme**

The strategic aim of the scheme is to build on earlier work and to link the components of the general and specific duties of the Race Relations (Amendment) Act 2000 and to mainstream race equality into every aspect of the Trust's activities.

Implementing the scheme will assist the Trust to address the following:

- Ensure that the principles of understanding differences become a practical reality in how we deliver our services and how we treat our staff and service users. This needs to be embraced by the organisation as a whole
- Provide staff with the necessary skills, understanding and support to deal professionally with people from diverse backgrounds
- Ensure that the staffing profile is representative of the community we serve and that we remove barriers to the recruitment and retention of black and ethnic minority staff
- Ensure that the existing policies and procedures do not directly or indirectly discriminate against any particular group of people
- Protect staff from abuse
- Identify areas for change and implement action in order to ensure equality is a feature of all service delivery
- Review, consider and adopt where necessary “good practice from elsewhere”
- Recognise the need for all service users to have equal access to services of equal equality
- Improve our ability to plan our services in a way that meets the individual requirements of service users, ensuring fair access and distribution of resources
- Ensure the Trust includes service equality as part of it’s performance culture

## **6. Framework for delivery**

The Trust Board will take the lead in delivering the Race Equality Scheme. It will receive and consider regular summary reports on equality issues twice per year (including an Annual Report). This annual report to the Board will include an assessment of compliance with statutory duties and a review of progress in implementing the arrangements specified in the Race Equality Scheme.

The Chief Executive is responsible for race equality in the Trust but the lead will be taken jointly by all Executive members of the Board, who will individually and collectively ensure that practical steps are taken to implement the Scheme.

Senior managers are responsible, through their leadership roles, for maintaining and promoting race equality as an important issue in the Trust, and for promoting the scheme within, and where appropriate, outside the Trust. They are also responsible for making sure that staff know their responsibilities, and that they take advantage of the support and training available to help them carry these out. They should ensure that all relevant procedures are adhered to and appropriate action is taken in respect of staff or contractors who discriminate for reasons of race, colour, nationality or ethnic or national origins. Senior Managers are also responsible for ensuring that appropriate action is taken against service users who abuse staff or other service users.

All staff are expected to uphold the Trust's Values and Behaviours and will have been advised of this expectation. This means, amongst other expectations, embracing diversity. As such, all staff are responsible for promoting race equality and good race relations, and for avoiding discrimination against anyone for reasons of race, colour, nationality or national or ethnic origin. Staff are responsible for keeping up-to-date with the law on race equality and for attending training and learning opportunities to help them deal with any racist incidents, and to enable them to recognise and tackle racial bias and stereotyping.

The recognised trades unions will provide leadership amongst their members to assist with the implementation of this policy.

The HR Department will coordinate work on race equality. Senior managers are responsible for coordinating and taking forward their race equality work within their own area. Reports on race equality work will be presented to the Board via the Trust Executive Team

The contact for queries on this Race Equality Scheme is:

Nigel Hodkinson  
Acting Director of Human Resources  
Weston Area Health Trust  
Grange Road  
Uphill  
Weston super Mare  
Somerset  
BS23 4TQ  
Fax: 01934 647211  
E-mail: Nigel.hodkinson@waht.swest.nhs.uk

A copy of the Race Equality Scheme and progress reports will be available on the Trust's web site. ([www.waht.nhs.uk](http://www.waht.nhs.uk))

## **7 Organisational Context**

The Government has made a clear statement of intent in terms of delivering services to all service users. One of the core principles laid out in the NHS National Plan states that:

*"The NHS will shape its services around the needs and preferences of individual patients, their families and their carers. The NHS of the 21<sup>st</sup> century must be responsive to the needs of the different groups and individuals within society and challenge discrimination on grounds of age, gender, ethnicity, religion, disability, and sexuality. The NHS will treat patients as individuals with respect for their dignity"*

The Race Relations Amendment Act 2000 is a natural extension of these themes and will assist The Trust to deliver its broader agenda.

As both a major employer and service provider the Trust is also in a position to promote race equality across the local community.

## **PART TWO – MAKING SURE OUR RACE EQUALITY SCHEME IS PUT INTO PRACTICE**

This part of the Scheme sets out how we are going to implement our Scheme.

## **8 Assessment of function and policies and impact on race equality**

The Trust is required to ensure that all relevant activities are scrutinised for any real or potential adverse impact on race equality. These activities are set out as follows:

Breast Surgery	Cardiology
Chemical Pathology	Child And Adolescent Psychiatry
Clinical Haematology	Clinical Oncology
Colorectal Surgery	Community Paediatrics
Dermatology	Diabetic Medicine
Ear, Nose and Throat	Emergency Department
Endocrinology	Gastroenterology
General Medicine	General Surgery
Geriatric Medicine	Gynaecology
Maternity	Medical Oncology
Neurology	Obstetrics
Ophthalmology	Oral Surgery
Paediatric Medicine	Palliative Medicine
Rehabilitation	Respiratory Medicine
Rheumatology	Sexual Health
Thoracic Medicine	Trauma & Orthopaedics
Upper Gastrointestinal Surgery	Urology
Vascular Surgery	

The following tasks in support of key functions have been assessed as relevant to race equality:

- Provision of health services
- Communication (internal and external) on all matters
- All employment matters including recruitment, retention, education and training and contact with potential employees
- The provision of services by third parties to the Trust
- Procurement of supplies and services

The following tasks in support of key functions were assessed as not relevant to race equality:

- The processing of data associated with internal business and patient management systems

A policy assessment guide is to be issued to assist service managers with the ongoing process of determining whether operational policies or procedures are likely to have an impact upon equality issues, including race equality. Use of this guide will continue for assessment of new/amended policies. This work is included in the Action Plan.

Existing written policies and protocols will be reviewed at an appropriate juncture by the relevant managers in order to:

- Assess whether there is any adverse impact of operational policies or practices on any racial groups
- Where an adverse impact is identified, investigate the causes and propose remedial action
- Draw up priorities and targets and
- Monitor progress and review their plan on an annual basis

Where a potential adverse impact is identified, a policy review will be undertaken as follows:

- Identified by or to and then analysed by the relevant Senior Manager
- Recommendations are made to the Trust Executive Team
- Changes are made and the revised policy submitted through the established decision-making process within the Trust. It is expected that local consultation will take place according to each Division's patient/public involvement strategy. In addition to this, specific advice can be sought from the Somerset Race Equality Council (SREC)
- Changes are reported to the Board. In addition any policies that are amended will form part of the Equality Annual Report

### **Decision-making process within Trust**

The Trust operates within a set of pre-determined arrangements, including standing order and delegated authority. These arrangements are consistent with those of other Trusts.

### **Consulting on new policies**

The Trust actively engages with the Patient and Public Involvement Forum.

In addition, the established Trust Consultative Forum continues to develop and review employment policies.

### **Review Mechanism**

- An Annual Report will be produced for the Trust Board
- Progress on the Race Equality Scheme will be reviewed, on a quarterly basis, through the Trust Executive Team
- The Director of Human Resources will report progress on the Race Equality Scheme twice each year (including the Annual Report) to the Trust Board
- Any slippage in timescales within the action plan will be recorded in the progress/Annual Report
- Any amendments or additions to the Race Equality Scheme will be reported to the Trust Board via the six monthly progress reports

- The Race Equality Scheme will be reviewed every three years and revised and informed through the process of impact assessment. The review will include an update of the assessment of policy and function

(Copies of the report will be available on the Trust's web site ([www.waht.nhs.uk](http://www.waht.nhs.uk)))

## 9. Employment

The Trust has a well-developed People Strategy, underpinned by a full set of employment policies and procedures which aim to ensure compliance with all relevant employment legislation. This Race Equality Scheme supplements the People Strategy in terms of the Trust's employment duties. The Race Equality Scheme is required to set out action to meet specific employment duties under the legislation (Article 5 of the RRA 1976 [Statutory Duties] Order 2001) to:

a) Establish monitoring by ethnicity and in line with 2001 census classification. From April 2005 and the Trust publishes the results each year of:

- Applications and appointments
- Staff by grade and job type
- Staff by contract status
- Staff by length of service
- Staff appraisal
- Performance development and review
- Staff promotion
- Training and development
- Referrals to counselling and support services
- Grievances, complaints and disciplinary action
- Reasons for leaving employment

b) Identify and analyse under-representation of groups of staff with a view to benchmarking and, where appropriate, target-setting to ensure that the Trust's staff profile of disability, ethnicity and gender compares favourably to the local and national figures.

The Trust has already taken a number of actions to ensure that employment policies and procedures promote equality and recognise and celebrate diversity:

- An Equality and Diversity Policy was introduced in April 2005. This was part of a comprehensive review and modernisation of employment policies, which included the following policies:

Adoption Leave	Annual Leave
Attendance (sickness)	Bereavement Leave
Career Break	Collective Grievance and Disputes
Dignity at Work	Disciplinary
Domestic/Carer Leave	Equal Pay
Equality and Diversity	Fertility Leave
Fostering Leave	Grandparent Leave
Individual Grievance	Job Share
Maternity – Guide to	Mental Health at Work

Non Christian Religious Festival  
Parental Leave  
Performance Management  
Professional Registration  
Reserve Forces Leave  
School/College Governor Leave  
Severe Weather  
Whistle blowing  
Work Life Balance

Organisational Change,  
Redeployment and Redundancy  
Paternity (Partner) Leave  
Personal Relationships  
Psychometric Test  
Retirement Policy  
Secondment  
V Time  
Winter Break Leave

- The Trust's Anti-Harassment/Bullying Policy has also been recently reviewed. As part of this Harassment Advisers, as an additional support for employees, have been introduced. These will supplement existing support, which includes trade unions, the HR team, Occupational Health and the Employee Assistance Programme. The Policy specifically includes racial equality and encourages a climate at work where dignity and respect for all staff is the norm
- All policies are available to staff
- All potential staff are made aware of the Trust's commitment to equality of opportunity. This is reinforced as part of the induction process
- Mandatory Equality and Diversity training is to be delivered. This will continue on an on-going basis to ensure all employees receive the training
- Monitoring, through an annual Staff Attitude Survey, of how staff feel about working at Weston, with a further analysis by gender and ethnicity

## **10 Access to information and services**

### **Information about our organisation**

We will continue to be pro-active in communicating about the Trust's services and new developments to all sectors of the community and staff. Information is to be published on the Trust's website (available Summer 2005). The Trust's communications policy includes the following:

- All public-facing material is offered on request in any format including large print, Braille, audio and language versions and appropriate to those with visual or hearing impairment or with learning difficulties
- Public-facing material will be developed to include input from patient/public stakeholder groups
- Public-facing material is to be produced in a format suitable for the audience. Regardless of the format, the information should be presented to the same level of quality and be mindful of implied discrimination
- Communications that contain images or representation of people must include a sample that is representative to the target audience for the information, product or service

The Freedom of Information Act 2000 requires public authorities to specify the kinds of information they publish, how it is made available, and whether it is available free

of charge or upon payment. The Trust has the following in its Freedom of Information Policy:

#### **Access for readers of minority languages,**

“If you would like information about the Trust in a language other than English please complete the request for information in a minority language and send it to the address shown on the form. It may take some time to translate the information into the language you need. We will do our best to keep charges to a minimum but we may need to charge you for the cost of translation. The more information that you request, the longer it will take to provide the information and the more the costs of translation are likely to be. If you provide us with a daytime telephone number, we will contact you and make sure that we are providing you with exactly the information that you want. This will enable us to provide the information as quickly as possible and at the lowest cost. If we have to charge you for providing the information we will tell you the charge before we give you the information.

If you are asking for the information on behalf of somebody else you can put their name and address into the relevant sections of the form. The information will then go directly to the person who wants it.”

#### **Access for people who find it difficult to read or write,**

“There are two ways in which the Trust will provide information to people who have difficulty reading or writing.

- Someone can contact the Information Authority on their behalf and use the [Request For Information In A Format Suitable For People Who Have Difficulty In Reading](#) to ask for information to be sent to them in a suitable format.
- The person can telephone and ask for the information they want. They will be asked to verbally give the information requested by the form.

It will take some time to record the information in Braille or on to an audio tape. We will do our best to keep charges to a minimum but we may need to charge you for the cost of brailing or recording. The more information that you request, the longer it will take to provide the information and the greater the costs of are likely to be. If you provide us with a daytime telephone number, we will contact you and make sure that we are providing you with exactly the information that you want. This will enable us to provide the information as quickly as possible and at the lowest cost. If we have to charge you for providing the information we will tell you the charge before we give you the information.

If you are asking for the information on behalf of somebody else you can put their name and address into the relevant sections of the form. The information will then go directly to the person who wants it.”

## **11 Consultation arrangements**

The Trust consults with its staff and service users using a variety of arrangements including:

- Team meetings
- Trust Consultative Forum
- Staff surveys
- Patient reference groups
- Stakeholder reference groups
- Patient and Public Involvement Forum
- Overview and Scrutiny Committee

Each Manager is responsible for ensuring that appropriate consultation takes place on issues within his/her area of responsibilities.

## **12 Reference Groups**

The Trust works with a wide variety of patient reference groups. These will continue to be reviewed by the Trust's Patient Advisory and Liaison Service (PALS) Manager.

## **13 Complaints procedures**

If anyone believes The Trust is failing to comply with its Race Equality Scheme please contact the following for advice:

Weston Area Health Trust  
Grange Road  
Uphill  
Weston super Mare  
Somerset  
BS23 4TQ  
Telephone: 01934 636363

Where a member of staff alleges non-compliance with the Race Equality Scheme he or she may lodge a formal complaint through the Trust's Dignity at Work Policy. Alternatively, recourse may be had to the Grievance Procedure.

Service users and members of the public can make a formal written complaint to the above named in cases where they believe that they have not been treated by the Trust or its contractors according to the requirements of this Scheme.

Complaints about racial discrimination against staff or service users/members of the public are taken very seriously and could, on full investigation, provide grounds for disciplinary action that may lead to dismissal or expulsion from the Trust. Furthermore, individuals may render themselves liable to prosecution under the Race Relations Act 1976 and the Race Relations (Amendment) Act 2000.

## **14 Training**

The Trust will develop Equality and Diversity Workshops for Managers (which will cover all aspects of discrimination and deal with Sex Discrimination, Race Relations, Disability Discrimination, Employment Equality Regulations, and Harassment and Bullying) and deliver a training and awareness programme to ensure that all staff are aware of the content and implications specifically of the Race Equality Scheme and that they understand their role in its implementation. It will be particularly important to ensure that the Board understand their responsibilities and that managers have the

necessary understanding and skills to screen policies, undertake impact assessments, and consult on these issues.

In addition, we will continue to make available to staff cultural awareness, equal opportunities and eliminating discrimination training on a regular basis. This will be supplemented by training and events to ensure managers, and other staff, can update and extend their knowledge, understanding and skills in race equality.

We will evaluate the effectiveness of staff training and awareness-raising on the Race Equality Scheme along with other equality issues.

## **15 Monitoring**

The Trust will establish mechanisms for review and audit its own performance in relation to these standards and other targets and priorities. It will seek to monitor any adverse impact of function or policies it undertakes directly or which are carried out on its behalf by contractors or through partnership agreements. The Chief Executive will be held to account by the Board for progress.

An annual report will be published in order to provide an update on progress against agreed targets and priorities and details of the outcome of the annual review.

### **Monitoring Data**

The Trust will monitor and assess its position with regard to staff by utilising the baseline data set out in Section 8.

Data is collected to monitor and assess training (by ethnic group, where applicable).

- Training courses available
- Training target groups
- Training attended
- Whether training is compulsory or voluntary
- The impact of training

For procurement, the following data will be collected and monitored:

- Criteria for selecting contractors and suppliers
- Tendering
- Contract conditions/compliance

Other areas to be monitored will include visitors and community representation

- Representation on committees and external groups
- Complaints received by the Trust, other than from staff

Informal channels (including reference groups) for receiving feedback from staff and the public will complement formal mechanisms.

### **Monitoring information**

We will continue to take a pro-active approach to monitoring and improving collection of ethnic data and incorporating it as part of general information strategy and provision within the Trust:

Strategies include:

- Training for groups of staff responsible for collection of data
- Resources explaining the purpose of data collection and stressing confidentiality
- Use of the data to note any variations between ethnic groups that might need addressing.
- Action plans will be drawn up to address any issues raised as a result of the monitoring activity

## **16 Frequency of review**

This Scheme will be reviewed at least every three years to ensure consistency with the Commission for Racial Equality's Codes of Practice. Additionally, the Trust Executive Team may assess the effectiveness of the Scheme from time to time, based on available staff ethnic monitoring data and appropriate consultation within the Trust community, interested stakeholders and community groups.

## **17 Publication and communication of the Scheme**

To ensure transparency and public accountability the Race Equality Scheme will be published. The Scheme will be available to the public on the Trust website (from Summer 2005), and in printed form.

New employees will, from 2006, be given a hard copy summary of the Race Equality Scheme as part of their induction.

## **18 Promoting race equality**

Through the development and implementation of this scheme, the training and awareness sessions, the assessment of functions and policy, and the integration of race equality issues into strategic and business planning processes, race equality will become embedded as a key organisational value.

The Trust will continue to ensure that race equality awareness is integral to policies on such issues as access to services; achievement, progress and assessment; racial harassment; staff recruitment, support and professional development; community involvement; procurement, outsourcing and quality assurance.

