

Equality, Diversity, and Inclusion Plan (including workforce equality standards)

Project Manager: Head of Equalities and Inclusion
 Version: 1
 Last Update: Nov-23

PLAN

No.	Project Name	Workstream	Description	Original End Date	Status	Owner	Alignments
1.1.1	1. Inclusive Leadership	1.1 EDI Governance & Strategy	Senior leader sponsorship meeting chair(s) of each staff network	31-May-23	Completed	Head of Equalities and Inclusion	PSED S.149b and S.149c; WRES 1-9; WDES 1-10; HIA 1
1.1.2			Draft and submit funding bid for staff network back-fill and co-develop governance arrangements	31-May-23	Delayed/Outstanding	Head of Equalities and Inclusion	PSED S.149b; WRES 1-9; WDES 1-10
1.1.3			Work with committees / leads to ensure each network has their own delivery plan	31-May-23	Delayed/Outstanding	Head of Equalities and Inclusion	PSED S.149c; WRES 1-9; WDES 1-10
1.1.4			Monthly EDI programme reports into Leadership, Culture, Development Strategic Initiative	31-Mar-23	Completed	Head of Equalities and Inclusion	PSED S.149b; WRES 1-9; WDES 1-10
1.1.5			Monthly highlights reports to EDI Huddle, SDR, and into LCD update report Trust SDR and People Committee	31-Mar-23	Completed	Head of Equalities and Inclusion	PSED S.149b; WRES 1-9; WDES 1-10
1.1.6			Monthly highlights report to Sussex ICB EDI programme / Sussex Race Equality Transformation Board	31-Mar-23	Completed	Head of Equalities and Inclusion	PSED S.149b; WRES 1-9; WDES 1-10
1.1.7			Agree Equality Stakeholders Group Terms of Reference	31-May-23	Completed	Head of Equalities and Inclusion	PSED S.149b

1.2.1	1.2 EDI Policy & Objectives	Review and refresh UHSx EDI policy	19-Apr-23	Delayed/Outstanding	Head of Equalities and Inclusion	PSED S.149b
1.2.2		Undertake annual UHSx assessments against disability confident standards	12-Sep-25	Not due/On track	Head of Equalities and Inclusion	PSED S.149b
1.2.3		Collaborate with ICB on UHSussex contribution to systemwide EDS 2023 deployment	28-Aug-24	Not due/On track	Head of Equalities and Inclusion	PSED S.149b; EDS3
1.3.1	1.3 EDI Data Collection & Analysis	Develop new data tools for analysing diversity across the employee lifecycle	26-Apr-23	Completed	Head of Equalities and Inclusion	PSED S.149b
1.3.2		Workforce Equality Standards Report 2023, and Annual Equality Report (AER) 2023 to People Cmte. and Trust Board	17-Jun-23	Completed	Head of Equalities and Inclusion	PSED S.149b; WRES 1-9; WDES 1-10; HIA 3
1.3.3		Submit annual WRES, WDES, and GPG regulator returns and publish on website	31-May-23	Completed	Head of Equalities and Inclusion	PSED S.149b; WRES 1-9; WDES 1-10; HIA 3
1.3.5		Staff network member benefits survey tool, and findings report	25-Aug-23	Completed	Head of Equalities and Inclusion	PSED S.149b and S.149c; WDES 9
1.4.1	1.4 EDI Training & Development	Complete Trust-wide LNA / TNA for EDI	26-Jul-23	Completed	Head of Equalities and Inclusion	PSED S.149b, S.149a and S.149c; WRES 4
1.4.2		Prepare options appraisal and EDI development plan	01-Nov-23	Completed	Head of Equalities and Inclusion	PSED S.149b, S.149a and S.149c; WRES 4
1.4.3		Develop the Inclusion offer within UHSussex Leadership Training (EDI input)	31-Mar-24	Completed	Head of Equalities and Inclusion	PSED S.149b, S.149a and S.149c; WRES 4

1.4.5			Develop and deliver an annual programme of EDI training for line managers / supervisors	2024-25	Not due/On track	Head of Equalities and Inclusion	PSED S.149b
1.4.6			Review and develop EDI education session at induction	28-Jun-23	Completed	Head of Equalities and Inclusion	PSED S.149a, S.149b, and S.149c
1.5.1		1.5 EDI Leadership Oversight	Visibility of EDI Data/metrics and Key Performance Indicators at Trust People Strategic Development Review and People Scorecard established	31-Mar-24	In progress/On track	Head of Equalities and Inclusion	PSED S.149b; WRES 1 and WRES 2; WDES 1 and WDES 2; HIA 3
1.5.2			Visibility of Divisional EDI Data/metrics captured on scorecard	31-Mar-24	In progress/On track	Head of Equalities and Inclusion	PSED S.149b; WRES 1 and WRES 2; WDES 1 and WDES 2; HIA 3
1.6.1		1.6 EDI Engagement & Communication	Design and deliver staff network engagement activities on the EDI plan	31-May-23	Completed	Head of Equalities and Inclusion	PSED S.149b and S.149c
1.6.2			Representative Corporate Comms (EDI input)	2024-25	Not due/On track	Head of Equalities and Inclusion	PSED S.149c
1.6.3			Co-develop and promote a UHSx cultural calendar with Communications and the staff networks	31-Aug-23	Completed	Head of Equalities and Inclusion	PSED S.149b and S.149c; WDES 9
1.6.4			Develop an annual diversity and inclusion staff award	31-Jan-24	Not due/On track	Head of Equalities and Inclusion	PSED S.149b and S.149c
1.6.5			Develop and deliver an EDI staff newsletter and monthly divisional slide-deck update	31-May-23	Completed	Head of Equalities and Inclusion	PSED S.149b and S.149c; WDES 9
2.1.1	2. De-Bias Recruitment	2.1 Attract for Diversity	Refresh advert text, and information on staff networks, UHSx inclusion and sharing protected characteristics	26-Jul-23	Completed	Head of Equalities and Inclusion	PSED S.149b and S.149c; WDES 9; HIA 2

2.1.2		Introduce an Applicant Support Initiative with Resourcing and Networks	2024-25	Not due/On track	Head of Equalities and Inclusion	PSED S.149b; HIA 2
2.2.1	2.2 'Belong Here 2' Recruitment Campaign	Deliver a Belong Here 2 recruitment campaign	2024-25	Not due/On track	Head of Equalities and Inclusion	PSED S.149b; WRES 2; WDES 2; HIA 2
2.3.1	2.3 Equitable Selection Processes	Review Recruitment Policy & Practices (EDI input)	19-Jul-23	Completed	Head of Equalities and Inclusion	PSED S.149b; WRES 2; WDES 2; HIA 2
2.3.2		Update job descriptions, person specifications, and inclusion values assessment support pack	19-Jul-23	Completed	Head of Equalities and Inclusion	PSED S.149b; WRES 2; WDES 2; HIA 2
2.3.3		Deliver a behavioural primer question, Situational Judgement Test measure and recruiter guidance	2024-25	Not due/On track	Head of Equalities and Inclusion	PSED S.149b; WRES 2; WDES 2; HIA 2
2.3.4		Introduce post-application Applicant Feedback	2025-26	Not due/On track	Head of Equalities and Inclusion	PSED S.149b; WRES 2; WDES 2; HIA 2
2.3.5		Introduce pre-interview skills testing (EDI input)	2024-25	Not due/On track	Head of Equalities and Inclusion	PSED S.149b; WRES 2; WDES 2; HIA 2
2.3.6		Develop a diverse panel composition policy standard	19-Jul-23	Completed	Head of Equalities and Inclusion	PSED S.149b; WRES 2; WDES 2; HIA 2
2.3.7		Feasibility of Assessment Centres - senior posts (EDI input)	2024-25	Not due/On track	Head of Equalities and Inclusion	PSED S.149b; WRES 2; WDES 2; HIA 2
2.3.8		Develop a local onboarding checklist around promoting inclusion	16-Jul-23	Completed	Head of Equalities and Inclusion	PSED S.149b; WRES 2; WDES 2; HIA 2; HIA 5

2.4.1		2.4 Equitable Recruiter Training	Rapid roll-out Recruiter 'Equalities Briefing'	26-Jul-23	Completed	Head of Equalities and Inclusion	PSED S.149b; WRES 2; WDES 2; HIA 2
2.4.2			Introduce mandatory interviewer training (EDI input)	2024-25	Not due/On track	Head of Equalities and Inclusion	PSED S.149b; WRES 2; WDES 2; HIA 2
2.4.3			Pilot 'training interviews'	2025-26	Not due/On track	Head of Equalities and Inclusion	PSED S.149b; WRES 2; WDES 2; HIA 2
2.5.1		2.5 Widening Participation	Pathways into Employment (Supported Employment)	2024-25	Not due/On track	Head of Equalities and Inclusion	PSED S.149b; WRES 2; WDES 2; HIA 2
3.1.1	3. Reduce Harassment	3.1 Data Collection & Analysis	Update discrimination, harassment, hate incident coding on Datix	11-Jul-23	Completed	Head of Equalities and Inclusion	PSED S.149a; WRES 5; WDES 4; HIA 6
3.1.2			Trust VPR Plan (E&I input)	2023-24	Completed	Head of Equalities and Inclusion	PSED S.149a; WRES 5; WDES 4; HIA 6
3.1.3			Escalation (Staff Safety) Protocol (EDI input) - The Staff Support SOP	11-Jul-23	Completed	Head of Equalities and Inclusion	PSED S.149a; WRES 5; WDES 4; HIA 6
3.1.4			Protected Characteristics incident reporting & support (link with Patient Safety) - The Staff Support SOP	11-Jul-23	Completed	Head of Equalities and Inclusion	PSED S.149a; WRES 5; WDES 4; HIA 6
3.2.1		3.2 Harassment Prevention	Commission 'Lived Experiences' Video/Training (Induction)	21-Apr-23	Completed	Head of Equalities and Inclusion	PSED S.149a, S.149c; WRES 5; WDES 4; HIA 6
3.2.2			Map and promote specialist & community support on extranet	26-Jul-23	Completed	Head of Equalities and Inclusion	PSED S.149a, S.149c; WRES 5; WDES 4; HIA 6

3.2.3			Develop and introduce an EDI Targeted Team Support process and offer	2024-25	Completed	Head of Equalities and Inclusion	PSED S.149a, S.149c; WRES 5; WDES 4; HIA 6
4.1.1	4. Equitable Career Progression	4.1 Equitable Career Progression	Career Navigation Support (eg. direct marketing via Personal Development Plan)	29-Nov-23	In progress/On track	Head of Equalities and Inclusion	PSED S.149b; WRES 1, WRES 7, WRES 8; WDES 1 and WDES 5; HIA 5
4.1.2			Introduce Mentoring & Coaching Programme	2024-25	Not due/On track	Head of Equalities and Inclusion	PSED S.149b; WRES 1, WRES 7, WRES 8; WDES 1 and WDES 5
4.1.3			BAME Career Development Programme	2024-25	Not due/On track	Head of Equalities and Inclusion	PSED S.149b; WRES 1, WRES 7, WRES 8; HIA 5
4.1.4			Marketing & Evaluation assessment of system offers (fair access)	28-Jun-23	In progress/On track	Head of Equalities and Inclusion	PSED S.149b; WRES 1, WRES 7, WRES 8; WDES 1 and WDES 5
4.1.5			Integrate UHSussex offer with ICB Talent Management offer	2024-25	Not due/On track	Head of Equalities and Inclusion	PSED S.149b; WRES 1, WRES 7, WRES 8; WDES 1 and WDES 5
5.1.1			5. Eliminate Pay Gaps	5.1 Pay Gap Analyses	Analyse pay gap data by division, by protected characteristics, and by occupational group / grade / band	17-May-23	Delayed/Outstanding
5.1.2	Analyse GPG data by comparison with recruitment, staff survey, flexible working, and staff development data	17-May-23			Delayed/Outstanding	Head of Equalities and Inclusion	PSED S.149b; HIA 3
5.1.3	Quantify the effect sizes of factors underlying the GPG to target interventions	17-May-23			Delayed/Outstanding	Head of Equalities and Inclusion	PSED S.149b; HIA 3
5.2.1	5.2 Gender Equality Working Group	Establish a workplace gender equality working group, and develop terms of reference		31-Mar-24	Completed	Head of Equalities and Inclusion	PSED S.149b and S.149c; HIA 3

5.2.2			Agree a workplan to include work on closing the bonus pay gap for doctors ('clinical excellence awards')	31-Mar-24	Completed	Head of Equalities and Inclusion	PSED S.149b; HIA 3
6.1.1	6. Workforce Health Equity	6.1 Minoritised Populations	Review approaches to equalities monitoring and develop staff guidance and tools	16-Oct-23	Completed	Head of Equalities and Inclusion	PSED S.149b; WRES 1; WDES 1
6.1.2			Align and update the EDI plan once a UHSussex population health / health inequalities plan is agreed	16-Oct-23	Delayed/Outstanding	Head of Equalities and Inclusion	PSED S.149b
6.1.3			Trust Social Value & Procurement Policy (EDI Input)	2024-25	Not due/On track	Head of Equalities and Inclusion	PSED S.149b
6.2.1	6.2 Impact Assessment		Develop and roll-out an impact assessment toolkit	19-Apr-23	Delayed/Outstanding	Head of Equalities and Inclusion	PSED S.149a, S.149b and S.149c; HIA 4
6.2.2			Report evidence of impact in annual audit	29-Mar-24	Not due/On track	Head of Equalities and Inclusion	PSED S.149a, S.149b and S.149c
6.2.3			Create an EHIA data and evidence bank for staff	21-Jun-23	Delayed/Outstanding	Head of Equalities and Inclusion	PSED S.149a, S.149b and S.149c
6.2.4			Introduce mandatory EHIA training for policy authors, strategy writers, and project / QI leads	27-Sep-23	Not due/On track	Head of Equalities and Inclusion	PSED S.149a, S.149b and S.149c
6.3.1	6.3 Research & Publications		Project evaluations & case studies	2024-25	Not due/On track	Head of Equalities and Inclusion	PSED S.149b and S.149c
6.3.2			Write-up UHSx EDI case studies and enter EDI awards from external bodies	2024-25	Not due/On track	Head of Equalities and Inclusion	PSED S.149b and S.149c

6.3.3		Geography of Inclusion' w/ HEIs/FEIs	2024-25	Not due/On track	Head of Equalities and Inclusion	PSED S.149b and S.149c
6.4.1	6.4 Interpreting and Accessible Information	Update interpreting, translation, and accessible information policy, procedures and guidance for staff	30-Apr-23	Completed	Head of Equalities and Inclusion	PSED S.149b and S.149c
6.4.2		Setting up assurance processes for external interpreting activity and the I&T Steering Group	30-Mar-23	Completed	Head of Equalities and Inclusion	PSED S.149b
6.4.3		Establish notional I&T cost reporting and cancellation charges in divisional scorecard	2024-25	Not due/On track	Head of Equalities and Inclusion	PSED S.149b

Key

WRES Workforce Race Equality Standard

WDES Workforce Disability Equality Standard

GPG Gender Pay Gap

PSED Public Sector Equality Duty

HIA High Impact Action (National NHS EDI Improvement Plan)

EDI Equality, Diversity, and Inclusion

I&T Interpreting and Translation

EHIA Equality and Health Inequalities Assessment

SOP Standard Operating Procedure

QI Quality Improvement

VPR Violence Prevention and Reduction

UHSx / UHSussex University Hospitals Sussex NHS Foundation Trust