

Appendix 1

Year 1 Progress 2018/2019 for Regional Equality and Disability Action Plans

Equality Action Plan
Regional Actions
2018 – 2023

Progress Report
Year 1 - 2018-2019

Section 1 – Ensuring the effective discharge of our Section 75 Equality Duties

We want to ensure that the focus is on outcomes for people within the nine Section 75 equality categories and to make a positive difference for them. The following actions are therefore aimed at simplifying the process.

Action Measure	Description
<p>We will develop a Screening and Equality Impact Assessment (EQIA) Tool Kit to guide staff through the process.</p>	<ul style="list-style-type: none"> • A regional toolkit will be available for policy and decision makers. • More robust and regionally consistent screening/EQIAs.
<p>Progress Year 1 – Partially Completed</p> <p>Work has commenced on the development of a screening toolkit to increase understanding and familiarity with the concept of Screening and Equality Impact Assessments (EQIAs). This will provide legislative background and context as well as myths and facts about screening. It will also contain a readily completed template to illustrate the practical application of the screening tool.</p> <p>In the spirit of co-production, the concept of a draft toolkit was brought to an equality screening masterclass on 21 March 2019 to help inform the best design for a toolkit to aid managers and policy makers whilst screening. Feedback indicated that users of such a toolkit would really welcome a short, easy to follow toolkit – one which was preferably available online and would comprise of drop down boxes as well as free text to individualise each screening according to the policy or proposal. Managers indicated that they would not necessarily refer to standalone guidance and where possible it would be beneficial to have an online interactive tool, which could provide prompts and guidance within the integral screening template. It is anticipated that a second draft will be shared regionally for feedback and evaluation in August 2019. This will also be shared with ECNI, NIHRC and CRC as part of the new Joint Equality, Human Rights and Good Relations Forum for quality assurance. It is important that to facilitate mainstreaming the toolkit meets the needs of managers and policy makers. The toolkit will be reviewed, amended as necessary on the basis of regional feedback and will be launched during year 2 of the Equality Action Plan</p>	
Action Measure	Description
<p>We will develop a checklist to make sure Equality, Disability and Human Rights are at the heart of procurement.</p>	<ul style="list-style-type: none"> • Checklist developed and adhered to by staff with responsibility for buying goods and services.

	<ul style="list-style-type: none"> • Raised awareness among staff of equality and human rights obligations in procurement process. • S75 and human rights issues identified at an early stage of procurement process.
<p>Progress Year 1 – Partially Completed</p> <p>A draft checklist has been developed. Agreement that this would be taken forward in partnership with Trade Unions. Draft check list to be available 2019 for consultation with stakeholders. Co-production workshop to be held with staff responsible for procurement.</p>	
<p>Action Measure</p>	<p>Description</p>
<p>We will develop good practice guidance on effective engagement, consultation, co-design and co-production to include best use of a range of methods including social media and Citizen’s Space.</p>	<ul style="list-style-type: none"> • Consistent approach used across health and social care and guidance on effective engagement in place for health and social care staff that links with Personal and Public Involvement (PPI) best practice. • Citizens/people closer to decision making and offering innovative ways of engagement and involvement • More effective and timely engagement with stakeholders and more involvement in addressing key inequalities.
<p>Progress Year 1 - Completed</p> <p>The Department of Health launched the co-production guide for Northern Ireland, “Connecting and Realising Value Through People” on 31 August 2018. The practical guide will support the application of a co-production approach across our health and social care system and was developed as part of the Department’s programme of work to transform health and social care provision as envisaged in “Delivering Together 2026”. Developed using a system wide partnership approach, the guide provides underpinning principles for co-production, definitions of key terms and practical guidance to a range of stakeholders on the key steps to achieve effective co-production and has been adopted by all HSC Organisations.</p> <p>To support the development of the co-production guide, the Department of Health hosted a Future Search conference to bring together a group of key stakeholders to make an action plan for Delivering the Future with People at the Heart of Health and Wellbeing. The purpose of the conference was to enable participants to agree a common mission, to take responsibility for action and to develop commitment to implementation. It took place over three days and involved 69 participants drawn from a wide range of stakeholder groups: Department of Health, people with lived experience of health and social care, community and voluntary sector,</p>	

representatives of regional organisations, citizens, health and social care staff, health and social care trusts, statutory voice, and wider government.

Transformation monies have been made available to all Arms-Length Bodies within HSC to provide resources to further the Personal and Public Involvement agenda.

Regional PPI Toolkit developed currently being adopted across the region by each Trust. The roll out of this guidance is further supported by on-line eLearning training.

In addition, HSC Quality Improvement initiative has developed and launched PPI checklists October 2018. These guides have been disseminated across the region.

Action Measure	Description
<p>We will set up a Regional Consultative Forum to work in partnership with the Equality Commission, Northern Ireland Human Rights Commission and the Community Relations Council</p>	<ul style="list-style-type: none"> • Two meetings annually between health and social care sector and the respective Commissions. • Better communication and collaboration between Equality Commission, Northern Ireland Human Rights Commission and the Community Relations Council • Better partnership working to optimise outcomes for S75 groups.

Progress Year 1- Completed

Terms of reference and suggested membership have been drawn up and disseminated to all parties for comment and agreement. It has been agreed to rename the forum as Regional Equality, Human Rights and Good Relations Forum and terms of reference will be discussed as a substantive agenda item at the inaugural meeting Monday 20 May 2019.

Section 2 – Promoting Equality in our Services

The following actions have been developed in response to what we have heard and are aimed at providing welcoming, person-centred and accessible services for everyone.

Action Measure	Description
We will engage with the Regional HSC Interpreting Service to establish a process that ensures access to interpreting support when HSC practitioners refer into the voluntary sector for services.	<ul style="list-style-type: none"> • Clear, consistent process established. • Improved access to interpreting support when referred to voluntary or community sector service.
<p>Progress Year 1- Partially Completed</p> <p>This is work in progress and the timescale is likely to be September 2019.</p>	
Action Measure	Description
We will co-design a staff information booklet in partnership with representatives from the Traveller Community aimed at raising staff awareness and understanding of Traveller History and Cultural.	<ul style="list-style-type: none"> • Staff information booklet on traveller history and culture available for all staff working across health and social care. • Increased staff awareness and understanding of traveller culture • Provision of culturally sensitive services that take account of Traveller needs
<p>Progress Year 1- Completed</p> <p>Staff Information Booklet produced in collaboration with the Traveller Community. Booklet finalised and shared with Equality Leads for adoption across the region.</p>	
Action Measure	Description
We will hold an annual event to showcase best practice in equality and diversity within the health and social care.	<ul style="list-style-type: none"> • An Annual Equality and Diversity event delivered • Health and social care viewed as a sector that promotes equality and diversity

	<ul style="list-style-type: none"> • Improved awareness of equality and diversity best practice models and shared across health and social care and beyond.
<p>Progress Year 1 - Completed</p> <p>HSC Trusts took part in an event to celebrate International Day of People with Disabilities on 3 December 2018 in the Long Gallery, Parliament Buildings. The key message from the event to mark International Day of People with Disabilities was that people living with disabilities, their families and carers working in partnership with local voluntary and health and social care organisations make a valuable contribution in ensuring inclusiveness and equality in society. The regional event, organised by HSC in partnership with Disability Action, showcased many initiatives developed and implemented through the Physical and Sensory Disability Strategy for NI. It also recognised the valuable contribution and involvement of local people with disabilities - who reflected on their experiences of working throughout the implementation of the Strategy.</p>	
Action Measure	Description
<p>We will work collaboratively with the Department of Health to assess the potential impact of Brexit for the Health and Social Care</p>	<ul style="list-style-type: none"> • Scoping Exercise to be completed by HSC Trusts in collaboration with the Department of Health • Issues identified and possible solutions to ensure business continuity
<p>Progress Year 1 - Completed</p> <p>All ALBs were tasked with actively scoping the potential impact on their functions against a ‘no deal’ scenario. (A ‘no deal’ scenario meaning no formal agreement being reached during the negotiations between the UK and EU). Trust CEOs submitted a statement of assurance on 4 July 2018 confirming that they had actively scoped the impact of a ‘no deal’ scenario and highlighted any issues over and above those already identified by the DoH.</p> <p>From December 2018 contingency planning arrangements were stepped up in earnest by the DoH for a ‘no deal’ Brexit. ALBs were also directed to align their Brexit Delivery Planning activity with normal business continuity arrangements. As the situation remains fluid all ALBs will continue to work in collaboration with the DoH in ensuring business continuity post EU Exit. Over the ensuing weeks and alongside colleagues in the UK the DoH will be considering the EU Exit work programme and re-planning for the revised October date. Until a deal is agreed and ratified there remains a risk of a ‘no deal’ exit. As such the DoH will carefully review how best to prepare for this scenario and in so doing will of course continue to work closely with colleagues across the HSC system and have given a commitment to share further guidance at the earliest opportunity.</p>	

Section 3 – Supporting our Staff

The following actions help to promote equality of opportunity for our staff and support them to understand their responsibilities in valuing differences and advancing equality of opportunity to ensure an inclusive and welcoming environment.

Action Measure	Description
<p>We will work with regional recruitment colleagues and Shared Services to ensure equality is promoted within recruitment and selection policy and procedures.</p>	<ul style="list-style-type: none"> • Promotion of best practice across health and social care. • Policy and procedures that reflect the needs of both external and internal applicants and the needs of people with communication support needs. • Consistent approach to the management of recruitment.
<p>Progress Year 1 - Completed</p> <p>In conjunction with HSC organisations a Framework i.e. a newly designed recruitment and selection eLearning package has been developed. The Framework has been developed through the collective efforts of key stakeholders from across HSC. Its usage will support the provision of clear, consistent and transparent recruitment within HSC for all non-medical appointments.</p> <p>To accompany the new Framework an updated recruitment and selection eLearning package for new and refresher training is now accessible via the following link http://www.hsclearning.com/</p> <p>In addition a review has taken place of the HSC Equal Opportunity Policy and a new Equality, Diversity and Inclusion Policy has been developed for adoption across the HSC on approval.</p>	
Action Measure	Description
<p>We will simplify our Recruitment and Selection Process through development of an easy-to-follow information leaflet.</p>	<ul style="list-style-type: none"> • Easy to follow information leaflet available for people applying to work in health and social care to include overview of process, tips for successful application form, interview preparation and a section on frequently asked questions. • Raised awareness of process among applicants.

- Improved access for hard to reach groups and those unfamiliar with the health and social care recruitment and selection process.

Progress Year 1 - Completed

An information booklet has been produced by SRIF (SIRF is a collaborative group of experienced HSC HR Practitioners). The information booklet entitled 'Making Application to the HSC' aims to support applicants in understanding the Recruitment & Selection process within the HSC. The booklet provides an overview of the process, an explanation of who we are; our values; the benefits of working in the HSC; the purpose of the application form along with useful advice and tips when completing and submitting an applicant form and is produced in a user friendly, easy to follow format.

In addition Jobs.hscni.net (Job Search) was relaunched and is more user friendly and accessible for job applicants than the former website. The SRIF group plan to work with stakeholders to further develop this website and to seek further improvements in design and accessibility.

Action Measure	Description
<p>We will work with regional colleagues and representative organisations to support the development of a Regional Gender Identity and Expression Policy</p>	<ul style="list-style-type: none"> • Policy in place that promotes an inclusive workplace for Transgender and Non-Binary people. • Transgender and Non-Binary people feel comfortable to express their gender identity and can fulfil their full potential and fully contribute to the workplace. • Promotion of best practice across the all health and social care organisations. • Raised awareness among staff that discrimination against transgender and non-binary people is not acceptable.

Progress Year 1 - Completed

Policy approved by HR Directors and progressing for adoption by HSC organisations. To aid with the effective application of this new policy the Task and Finish Group brought the following supplementary guidance to fruition during the current reporting period 2018/19:

- Gender Identity HR Staff Guidance

- Gender Identity Individual Guidance
- Gender Identity Line Manager Guidance
- Gender Identity Recruitment and Selection Guidance.

The Task and Finish Group will continue to review the outworking of the Policy and Guidance drawing on operational experience.

Action Measure	Description
<p>We will ensure compliance with any new legislation governing gender pay reporting and address any inequalities identified.</p>	<ul style="list-style-type: none"> • Pay structure that ensures fairness and equity in pay and reward arrangements in line with any new legislation.
<p>Progress Year 1 – Partially Completed</p> <p>Position Paper prepared and shared with DHR to clarify the expectation of the new legislation which has not been enacted due to absence of a local Assembly.</p> <p>This action is a standing agenda item on the Regional Employment Equality Network. The Network invited senior representatives, from the ECNI to discuss and explore the requirement of this new legislative provision. It was agreed that a workshop should be convened to which key staff would be invited, including HR practitioners, S75 Equality Leads, Finance colleagues and the ECNI to review the legislation and consider what preparatory steps HSC organisations can reasonably take until such times as the legislation is fully enacted.</p>	
Action Measure	Description
<p>We will improve awareness of options for flexible working arrangements.</p>	<ul style="list-style-type: none"> • Accessible, easy to follow information available to all staff on flexible working arrangements. • Improved awareness of and access to flexible working options for staff with caring responsibilities and for those with disabilities. • Promotion of diversity in the workplace. • Improved health and wellbeing of staff.
<p>Progress Year 1 - Internal Review Completed</p>	

A review of the Trust's Work Life Balance Policy took place at the close of the current reporting period. The revised policy now incorporates guidance for both managers and employees on *the right to request and the right to seriously consider* all such requests. Of note, the Trust's provisions extend beyond the statutory minimum requirements.

Going forward:

Theme 8 Action 17 of the HSC Workforce Strategy gives a commitment that by 31 December 2020, the HSC family will co-produce a Work Life Balance Policy for Health and Social Care workers. This policy recognises the needs of the workforce such as those with dependent relatives and/or caring responsibilities whilst balancing the demands of the service. The policy will also recognise support for the workforce to access their work remotely where appropriate and will also provide clarity around working time regulations/sleepover duties and working hours in 24 hour services.

A regional policy design group has been established and work is underway.

Action Measure	Description
We will launch our new E-Learning Module and Equality and Diversity Staff Training Manual	<ul style="list-style-type: none"> • 20 minute E-Learning Training Programme for staff and managers and Equality and Diversity Staff Training Manual launched and available for all health and social care staff. • Marketing strategy to increase uptake of training across all Trusts. • Improved access to equality and diversity training for those with access to computers. • Improved access to training for staff who do not have access to a computer through provision of the Staff Training Manual. • Improved uptake of equality training, each Trust to set targets.

Progress Year 1 - Completed

E-Learning launched and currently being promoted and deployed in all HSC Trusts. Monthly/quarterly activity reports are being generated to reflect the current uptake and steps taken accordingly to encourage uptake by all staff. Steps are being taken to actively target hard to reach staff groups e.g. those who do not have easy access to PCs. The training manual has been disseminated to all staff via on-line digital copy/hard copy.

This programme is mandatory for all HSC staff. Further detail re uptake and arrangements are referenced in the main body of the

Annual Progress Report.	
Action Measure	Description
We will work in collaboration with relevant stakeholders to extend the remit of our Employability Schemes to enhance employment opportunities for marginalised S75 groups.	<ul style="list-style-type: none"> • Scope in year 1 opportunities and availability for our employability schemes. • Employability scheme available to other marginalised S75 groups. • Improved employment opportunities for marginalised S75 groups. • Access to employment is improved for marginalised S75 groups.
<p>Progress Year 1 – Partially Completed</p> <p>All Trusts are actively exploring ways to encourage the participation of persons with a disability in the workplace. Examples include experiential job placements, Job Shadowing, the Workable Programme leading to substantive employment opportunities within Trusts. HSC Trusts have forged closer links with the disability sector including USEL to further promote meaningful opportunities for disabled persons to participate in the workplace. See also progress update on the Disability Tool Kit aimed at increasing managers and staffs understanding of the DDA 1995 and ensuring timely reasonable adjustments in the workplace.</p>	
Action Measure	Description
We will make sure that our staff who are carers are supported in the workplace so that they can continue with their caring role.	<ul style="list-style-type: none"> • Consistent regional approach established to support carers in our workforce. • Improved support for staff who are carers. • Raised awareness among staff of the best way to support staff who are carers. • To pilot digital resources for carers and ‘jointly app’ carers app in Northern Trust area with learning disseminated regionally Year 3
<p>Progress Year 1 - Completed</p> <p>On Carers Rights Day, November 2017 the Northern Trust launched www.carersdigital.org a website dedicated to carers which gives 24/7 access to support with eLearning training, local resources, downloadable free guides from Carers NI/Carers UK and free access to download the care co-ordination “app” ‘Jointly’. In the roll-out of this resource IT classes were held to help carers create an account, log on and work through some modules at their own pace. During 2019 the learning from this</p>	

project will be shared with regional colleagues for consideration of roll out across all Trusts.

In partnership with Carers NI Trust delivered ongoing training programme for staff on how to support carers who work in the organisation.

Throughout November 2018 and in various locations the Trust ran a series of one hour sessions for staff who are carers. The sessions were aimed at staff who are unsure if they are a carer, staff who care regularly or staff who intend to provide a substantial amount of care for a friend or relation who is in need of help because they are ill, frail or have a disability. Staff were encouraged to come along, to find out more and to pick up some free resources. By attending the sessions staff were better informed about what support is available to them as carers. The talks were facilitated by the Trust's Carers Co-ordinator.

Action Measure	Description
We will revise Equality, Human Rights and Disability guidelines for our Non-Executive Trust Board members.	<ul style="list-style-type: none"> • Up to date guidelines in place for Non-Executive Directors. • Increased awareness among Non-Executive Directors of statutory compliance and responsibilities.

Progress Year 1 - Partially Completed

These guidelines are being redrafted and will incorporate key elements of the Section 75 Duties, Effective Leadership Guidance and accompanying Checklist produced by the ECNI resulting from their recent report entitled 'Acting on the Evidence'. The guidelines will be co-produced with expertise from participants on the newly established Joint Equality Human Rights and Good Relations Forum. These will be finalised and launched formally in year 2 of the Equality Action Plan 2019-2020.

Total Actions in Year 1	17	Total Actions Completed in Year 1	11	Actions ongoing into Year 2	6
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Disability Action Plan
Regional Actions
2018 – 2023

Progress Report
Year 1 - 2018-2019

Section 1 – Promoting positive actions and increased participation through training, awareness and resources

Disabled people have told us that promoting well-informed social attitudes to disability is central to securing the right to equality for all disabled people. We are committed to providing training and resources to support our staff in the implementation of our disability duties.

Actions to promote positive attitudes towards disabled people

Action Measure	Description
We will continue to support the implementation of the Regional Physical and Sensory Disability Strategy	<ul style="list-style-type: none"> Promotion of regional sensory awareness e-learning programme Improve awareness among staff on how to ensure people with sensory impairment have access to information, services and supports.
<p>Progress Year 1 - Completed</p> <p>A Task and Finish Group was established to address actions 17, 18 and 19 within the Regional Physical and Sensory Disability Strategy Action Plan before the strategy comes to an end in 2018. These actions are interlinked and specify the level of disability equality, human rights and PPI training required dependant on the level of regular direct contact with disabled clients/patients. A position paper was developed to give an overview of what equality, disability and human rights learning and development opportunities are available for HSC staff across the region and more specifically, which are mandatory. The position paper acknowledges that despite this progress, regional consistency across HSCNI in terms of statutory and mandatory training and introduction of a minimum standard for accessible communication/information (similar to NHS England) would be beneficial. This has been submitted to the DOH for consideration. To maximise access to mandatory training, encourage uptake and overcome logistical difficulties, Trusts have worked together to develop eLearning as an alternative to face to face training. This eLearning resource 'Making a Difference' focuses on recognising and respecting the different needs of colleagues and service users. The key themes on which the scenarios are based include disability, dignity, ethnicity, good relations and human rights.</p> <p>To mark the end of the lifespan of the Regional PSD strategy, a celebration event was held on International day of persons with a disability on 3 December 2018. The event in the Long Gallery at Stormont showcased some of the best examples of best practice in terms of disability across the region – Making Communication Accessible and the Sensory Support DVD were two regional initiatives highlighted on the day. As a legacy of the strategy, it has been agreed that there will be a Regional Disability Forum, convened by the</p>	

Department of Health to continue to look at priorities and any barriers to HSC for people with a disability. (An inaugural meeting of the forum has yet to take place).

Action Measure	Description
<p>We will work with the consortium of mental health organisations and the ECNI to ensure health and social care is signed up to the Mental Health Charter.</p>	<ul style="list-style-type: none"> • Workplace that welcomes and supports staff with a mental health issue. • Development of best practice models that ensure services are accessible to people with a mental health issue. • Availability of long-term sustainable information and training support that will help managers to identify and offer help and support to staff with a mental health issue.

Progress Year 1 - Completed

All six Health and Social Care Trusts (which includes the NI Ambulance Service) signed up to the Mental Health Charter on 31 January 2019. The Charter is modelled on the knowledge that everyone in the workplace has a responsibility to create an environment that promotes wellbeing and to look after their mental health. The Charter is framed around a number of key commitments.

HSC Trusts in signing up to the Charter, have made a voluntary commitment to work to improve the working lives of any of their employees who are experiencing mental ill-health and to consider what steps they can take to help people with a disability access their services more easily. The Charter will be taken forward via Trusts Health and Wellbeing Working Groups/internal arrangements.

Actions to encourage participation by disabled people in public life

Action Measure	Description
<p>We will support the regional initiative to promote awareness of Hospital Passports and undertake actions accordingly.</p>	<ul style="list-style-type: none"> • Promotion of the initiative across all the health and social care organisations • Improved communication between staff and service users with a learning disability • Improved experience for people with a learning disability across health and social care when accessing hospital services • Enhanced support for staff to meet the needs of service users with a learning disability
<p>Progress Year 1 - Completed</p> <p>The Hospital Passport for people with a Learning Disability has been published and promoted across HSC Trusts and widely disseminated across professionals and different disciplines. The Trusts recognise that promotion of this resource will need to be an ongoing initiative. The resource is referenced in mandatory equality training. Trusts await results and any recommendations from the evaluation of the resource that the Public Health Agency is undertaking on behalf of the regional HSC Family.</p>	

Section 2 – Supporting full participation of disabled people by improving accessibility

We have done much work over the years in enhancing the accessibility of health and social care services but disabled people continue to tell us that barriers to full accessibility remain. We are committed to working with disabled people on the initiatives listed below to improve accessibility for and participation of disabled people when accessing our buildings, information and services.

Actions to promote positive attitudes towards disabled people

Action Measure	Description
<p>We will work with disabled people to make sure we are ready for the introduction of new legislation including:</p> <ul style="list-style-type: none"> • Mental Capacity • Age Discrimination (Goods/Facilities/Services) 	<ul style="list-style-type: none"> • Actions plans available to ensure readiness for forthcoming legislation
<p>Progress Year 1 - Partially Completed</p> <p>At the time of compiling this update, the Trust received notification that the Department of Health alongside the Department of Justice, have decided to proceed with a partial implementation of the Mental Capacity Act (NI). The Department of Health has notified Trusts that the partial implementation is for the purpose of providing a statutory framework for deprivation of liberty. The proposed date for the legislation to go live is 1 October 2019. NB: There is much to be done in the coming months in terms of implementation of this legislation.</p> <p>Age Discrimination legislation has yet to be enacted due to the absence of a local Assembly.</p>	

Actions to encourage participation by disabled people in public life

Action Measure	Description
<p>We will join the Equality Commission 'Every Customer Counts' initiative to try and ensure that services and the physical environment is accessible.</p>	<ul style="list-style-type: none"> • Public commitment to 'Every Customer Counts' and formal sign up by all Trusts being a campaign signatory. • Health and social care services accessible and open to all potential service users and carers. Raised awareness of three good practice guides to illustrate reasonable adjustments which have been made by various service providers in a range of sectors. • Share practical examples of how to improve services for disabled service users and carers
<p>Progress Year 1 - Completed</p> <p>All HSC Trusts have signed up to the Every Customer Counts Initiative on 31 January 2019. Every Customer Counts initiative prompts organisations to think about how they offer their services and to do so from the perspective of someone with a disability. It can help to identify changes that are needed. Some may involve commitments of time and resources while others can be quite simple adjustments or changes which can be implemented quickly. Ultimately, the key issue is that the changes should enable people with a disability to access services more easily and benefit more from them.</p> <p>HSC Trusts recognise that this will constitute a multifaceted programme of work in terms of accessibility – including information, physical access, car parking, training, service provision which will need to ensure that the work includes the range of disabilities including physical, sensory, mental health, hidden and intellectual disabilities. To be rolled out over the lifespan of the plan and beyond. HSC Trusts will continue to work collaboratively to maximise resources and ensure that there is regional equity of access.</p>	

Section 3 – Supporting full participation of disabled people in our workforce

We know that there continues to be gaps between the proportion of disabled people employed in health and social care compared with non-disabled people. We are committed to ensuring that disabled people are afforded equality of opportunity in respect of entering and continuing employment in health and social care. We will work in partnership with disabled people to make sure our employment policies and practices and working environments are as inclusive and accessible as possible. Please note the nature of the actions detailed below will relate directly to participation by disabled people in public life.

Action Measure	Description
<p>We will review the Employment of Persons with a Disability Policy in partnership with disabled people and trade union representatives and extend the associated guidance.</p>	<ul style="list-style-type: none"> • Guidance updated to take account of any new research and to ensure issues relating to hidden disabilities / autism / mental health / negative attitudes and stereotypes is included • Promotion of guidance across health and social care
<p>Progress Year 1 - Completed</p> <p>A Regional Tool Kit has been developed for Managers and Employees to increase understanding of the Disability Discrimination Act (DDA) 1995 and to further promote the effective application of the DDA in the workplace. The Tool Kit aims to promote greater understanding and staff awareness of the Disability Duties.</p> <p>These draft resources draw upon the Equality Commission for NI’s Disability Code of Practice – ‘Disability and Occupation’, case law, best practice together with practical working experience.</p> <p>In addition to the interactive Tool Kit for staff and managers other resources developed include:</p> <ul style="list-style-type: none"> ➤ Regional Disability Equality Policy ➤ Regional Staff Disability Etiquette Booklet ➤ Regional Staff information leaflet ‘Should I Disclose to My Employer that I Have a Disability’ <p>These resources will be disseminated widely across the region in the interest of extending and promoting best practice.</p>	

Action Measure	Description
<p>We will work with staff, schools and disability organisations to promote health and social care as a disability friendly employer.</p>	<ul style="list-style-type: none"> • Development of our work placements and employability programmes • Improved awareness of the Trust as a disability friendly employer through increased work placements and promotion at careers conventions
<p>Progress Year 1 – Completed</p> <p>All Trusts are actively exploring ways to encourage the participation of persons with a disability in the workplace. Examples include experiential job placements Job Shadowing, the Workable Programme leading to substantive employment, largely within Support Services, within Trusts after undergoing a training programme. Trusts would intend to extend this programme to other areas of work and other areas of disability in the future, following assessment of the success of this initial programme. A Supported Employment Steering Group has been established drawing on appropriate stakeholders from within and outside the Trusts to oversee this programme of work.</p> <p>Trusts have also forged closer links with the disability sector including USEL to further promote meaningful opportunities for disabled persons to participate in the workplace. See also progress update on the Disability Tool Kit aimed at increasing managers and staffs understanding of the DDA 1995 and ensuring timely reasonable adjustments in the workplace.</p>	
Action Measure	Description
<p>We will work in partnership with disabled people and Occupational Health Services to ensure that disabled people are supported to continue in employment.</p>	<ul style="list-style-type: none"> • Promotion of revised best practice guidance on employing persons with a disability • Development and delivery of bespoke equality and human rights training to Occupational Health staff • Awareness campaign to highlight the benefits of referral to Occupational Health - for staff and for managers. • Improved support for disabled staff • More robust reasonable adjustment process
<p>Progress Year 1- Completed</p> <p>Ongoing programme of reasonable adjustment training for staff continues throughout HSC Trusts.</p>	

DLS and Employee Relations Teams in HR provided a number of employment law sessions to provide managers with an update on important legal decisions from recent employment law cases, and in particular, in relation to our statutory responsibilities under the DDA. These sessions were aimed at managers responsible for making decisions in complex employment matters in respect of their staff.

The Disability Tool Kit incorporates information on the Reasonable Adjustment duty and the importance of timely adjustments in the workplace. Good practice is covered and along with examples of case law. The reasonable adjustment duty is mainstreamed in absence management training. Bespoke advice and support for managers is provided on each case by the HR Professionals. Further advice is also provided by Employment Equality Managers.

Total Actions in Year 1	8	Total Actions Completed in Year 1	7	Actions ongoing into Year 2	1
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