

**KEY (Change status)**

- 1 Recommendation agreed but not yet actioned
- 2 Action in progress
- 3 Recommendation fully implemented
- 4 Recommendation never actioned (please state reasons)
- 5 Other (please provide supporting information)

Item 5.2b

<b>Project title</b>	<b>BAME / Staff Survey / WRES Action Plan</b>
----------------------	---

<b>Action plan lead</b>	<b>Name: Rachael McDonald</b>	<b>Title: HR Business Partner</b>	<b>Contact: 1212</b>
-------------------------	-------------------------------	-----------------------------------	----------------------

Objective	Action by date	Person responsible	Actions Required	Action Update Issues/concerns to be addressed	Change stage (see Key)
<b>Training, Promotion and Opportunities</b>					
Set up quarterly BAME Staff Engagement Group	April 2017	Rachael McDonald	<ul style="list-style-type: none"> <li>Organise quarterly groups starting in May 2017</li> <li>Develop Communication Strategy</li> <li>Invite Liz Pritchard to support</li> <li>Agree Agenda (topics and feedback)</li> </ul>	<p>Quarterly meetings for 17-18 have been scheduled and communicated.</p> <p>Group promoted globally and via Team Brief. / Poster Developed. Individual email invites sent.</p> <p>Agreed change to definition to BAME (Official definition) to help improve further engagement and is more reflective of the staff group.</p>	3
Appoint BAME Advocate (Communication Role)	May 2017	Rachael McDonald	<ul style="list-style-type: none"> <li>Develop role specification</li> <li>Discuss role at BME</li> </ul>	5 x champions appointed from above and poster to be	2

			Engagement Group <ul style="list-style-type: none"> <li>Ask for expressions of interest / appoint</li> </ul>	developed to promote role across the Trust.	
Work collaboratively with The Walton Centre to implement the RCN Cultural Ambassador Programme	Feb 2018	Rachael McDonald / Jane Mullins (WC)  Ian Fletcher (RCN)	<ul style="list-style-type: none"> <li>Understand programme and requirements on the workforce</li> <li>Identify CA to undertake the Training</li> <li>Develop a project plan with JM and IF</li> <li>Implement the programme</li> </ul>		2
Targeted approach to leadership training across the Trusts BAME workforce.  Ensure ER training is built into Programme ( <b><i>Bullying &amp; Harassment, Grievance, Performance, Attendance Management</i></b> )	On-going	Rachael McDonald Liz Pritchard	<ul style="list-style-type: none"> <li>LP to develop refreshed approach to Leadership Programme.</li> <li>Build in mechanism to identify / target BAME workforce for training</li> <li>Agree targeted approach to ensure development opportunities are being circulated in all areas</li> <li>Agree approach with Execs to support launch</li> <li>Provide a development update and timescales at the engagement group in May</li> </ul>	In progress / scoping & development.  HR involved in the task 7 finish group to help identify the management master classes	2
Promote NHS Leadership Academy opportunities (BAME specific) – Link to talent management & appraisals.  Promote other external opportunities	On-going	Liz Pritchard	<ul style="list-style-type: none"> <li>Identify training opportunities relevant for BAME groups</li> <li>Link opportunities to succession / talent management</li> <li>Agree appropriate communication strategy to maximise opportunities</li> <li>Develop case studies</li> </ul>	Action in progress – will start to promote wider via BAME champions to help improve opportunities.  Further work required to build opportunities into succession / talent management	3

Provide/Offer Interview Skills Training (All staff)	On-going	Rachael McDonald / Liz Pritchard	<ul style="list-style-type: none"> <li>Develop bespoke training package</li> <li>Discuss / launch at the BAME Engagement Event</li> <li>Identify representation from the E&amp;I SG to support mock interviews</li> <li>Launch training</li> <li>Evaluate Training</li> </ul>	<p>Package developed and discussed approach at the BAME listening event.</p> <p>Pilot scheduled for 4<sup>th</sup> July – with BAME staff for feedback and comments before roll-out to all staff groups.</p> <p>Mock Interviews to be arranged.</p>	2
Consideration of BAME representative on interview panels (where applicable)	Being Scoped	Rachael McDonald	<ul style="list-style-type: none"> <li>Research whether by doing this it would help improve accessibility</li> <li>Evidence best practice</li> <li><i>Agree which panels / system and processes to support</i></li> </ul>	Will be considered on a individual basis and should be built into Values based recruitment	1
Expand advertising to reach BAME groups			<ul style="list-style-type: none"> <li>Social to target specific community groups</li> <li>Build distribution list so that post can be circulated directly to community groups.</li> </ul>		3
Development of Recruitment & Selection Training to include:- <ul style="list-style-type: none"> <li>Values based recruitment</li> <li>Supporting Managers to give feedback</li> <li>Unconscious Bias</li> </ul>	June 2017	Leanne Williams / Rachael McDonald	<ul style="list-style-type: none"> <li>Established values based approach through staff consultation</li> <li>Develop a fit for purpose training offering</li> <li>Development of a Recruitment Toolkit</li> <li>Incorporate unconscious bias training package (internal/external)</li> <li>Agree communication / launch of training</li> <li>Deliver Training</li> </ul>	VBR Consultations sessions are being co-ordinated	2
<b>Reduce Bullying, Harassment &amp; Victimisation (Dignity at Work) – target all staff groups / linked to staff survey</b>					
Incorporate awareness into Corporate Induction	June 2017	Rachael McDonald / Education	<ul style="list-style-type: none"> <li>Review Corporate Induction to ensure new starters are aware of Trust Policy and Procedures</li> </ul>	Initial review undertaken – session aligns to Junior Doctors session. Could be	2

			<ul style="list-style-type: none"> <li>• Link to Values &amp; Behaviours</li> </ul>	improved further to align with VB recruitment	
Organise a BAME specific Big Conversation	July 2017	Liz Pritchard / Rachael McDonald	<ul style="list-style-type: none"> <li>• Organise and promote session</li> <li>• Ensure feedback is aligned with the general sessions</li> <li>• Feedback actions/outcomes to be included in the Trust wide feedback</li> </ul>	Session arranged following feedback from the BAME listening event that they would prefer to attend a protected session	2
Refresh of the Dignity at Work Policy  <b>(Now Bullying &amp; Harassment Policy)</b>	Nov 2017	Janet Doran / Rachael McDonald	<ul style="list-style-type: none"> <li>• Seek view from the BIG conversations</li> <li>• Review Policy</li> <li>• Launch Policy</li> <li>• Provide Awareness sessions</li> <li>• Develop a Podcast</li> </ul>	<p>The policy has been reviewed and consultation has closed.</p> <p>Awareness session are being arranged to commence in Dec</p>	2
Launch of FTSU Policy / Appointment of Guardians	May 2017	Liz Pritchard	<ul style="list-style-type: none"> <li>• Discuss Guardian role at the BAME</li> <li>• Seek a Champion to attend BAME engagement</li> <li>• Include update at Team Brief</li> </ul>	FTSU Champion to be invited to next listening event held in December 2017	3
Investigating Officer Training  (Weightmans Solicitors)	Jan 2017	Janet Doran	<ul style="list-style-type: none"> <li>• Scope out training</li> <li>• Organise IO training for Manager</li> <li>• Deliver training</li> <li>• Evaluate training</li> </ul>	Action Complete – Session delivered	3