



Equalities Working Group  
Working Draft Improvement Action Plan 2020-23

Document Title:	Working Draft Improvement Action Plan 2020-23	Owner:	Margaret-Jane Cardno
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Date Effective:	November 2020	Review Date:	July 2023

Work stream - Leadership	Measure – How will we know	What will we do	Who will do it	By When	Complete
Equalities working group to be established to drive equalities work	Group set up and meetings scheduled	Will develop and create an equalities improvement action plan	K Marshall / A King/Equalities Working Group	November 2020	YES
Lead Officer identified to chair group	Lead officer in place	Will chair the Equalities Group	K Marshall / A King	November 2020	YES
Terms of Reference (TOR) for Working Group to be created	TOR created and agreed	Create TOR for all group members	K Marshall / A King	October 2020	YES
Schedule of meetings created	Meetings take place	Develop/Create Equalities improvement action plan	K Marshall / A King	July 2021	YES
Prepare report for IJB	Report compiled	Work with equalities group to prepare report	Equalities working Group	November 2021	YES
Prepare and Publish Statutory Biennial HSCP Equality Mainstreaming Report	Report presented at IJB/Audit or Performance Committee	Work with equalities group to prepare report	Equalities working Group	June 2022	YES
Work stream - Training	Measure – How will we know	What will we do	Who will do it	By When	Complete
Make contact with WDC Equalities Officer and deliver Equality Impact Assessment	No of training sessions delivered	Identify staff to be trained - approx 40 including SMT – cascade to teams	K Marshall/A King	October 2020	YES
	Training slides created		K Marshall/A King /R Rea		YES

Training Sessions for HSCP staff		Set date for training - 14 staff trained	K Marshall/A King/R Rea	November 2020 July 2021 Dec 2021	YES
Deliver additional training					
Schedule monthly HSCP equality impact assessment training webinars from July-December 2021	Training completed and feedback gathered.	Deliver training	R Rea	July 2021	YES
Feedback sought from participants	Feedback survey completed	Action content of training feedback to ensure training fit for purpose	K Marshall	July 2021	YES
Deliver EQIA training based on real life examples and feedback from survey	Improved training delivered	Create a training session to showcase a real life EQIA	K Marshall/A King /R Rea K	August 2021	YES
Second session scheduled for 2 <sup>nd</sup> live example	Training delivered	Second session delivered	Marshall/A King	October 2021	YES
Schedule other sessions as appropriate	Training delivered	Sessions delivered		March 2022	

Promote WDC Equality ilearn courses	Increase in numbers trained	Publicity campaign via staff intranet	K Marshall/A King/E McLean/A Slater	June 2022	
Training to be available for IJB members	Induction Pack for IJB members available	IJB Induction pack developed by HSCP HR and issued to IJB members	M Wilson	September 2021	YES
Capture feedback on training delivered			M Wilson	December 2021	
Develop and deliver specific training course for social work staff involved in <a href="#">My Life Matters</a>	Compile numbers trained	Liaise with My Life Matters team to cover equalities training in relation to new assessment	S Taylor/J Burns	December 2021	YES
Collect Baseline data on all equality characteristics via WDC and NHS HR systems	Statistics collated	Liaise with WDC and NHS HR to collect current data on staff employed by each body	A Slater	December 2022	
Work stream- Awareness Raising	Measure – How will we know	What will we do	Who will do it	By When	
Raise and promote awareness of equality requirements across HSCP	Presentation delivered	Prepare presentation for Extended Management Team	A Slater/A King	November 2021	YES
	Training delivered at team meetings	Cascade presentation to next level by attendance at team meetings	A Slater/A King	Aug 2022	
	Monitor team meeting agendas and get feedback			Aug 2022	

		Monitor Equalities as an agenda item on team meetings	Equalities Champions		
Work stream- Data and Access	Measure – How will we know	What will we do	Who will do it	By When	
Transgender issues awareness raising	Collect Training statistics and feedback	Training Presentation available and training delivered to teams	A O’Gorman	November 2022	
Pilot with Older Peoples Team	Pilot delivered	Obtain feedback and improve training tool	A O’Gorman/S Taylor	November 2022	
Roll out training further across HSCP	Collect statistics	Prepare schedule to roll out across HSCP teams	A O’Gorman/S Taylor	January – March 2023	
Measure equality of access to services (consideration of all means of access)	User feedback	Scope process and collect info	Equalities Working Group	March 2023	
Collect Baseline data on all equality training courses via WDC and NHS systems	Increase in numbers trained	Liaise with WDC and NHS training departments	K Marshall/A King/A Slater	December 2022	
Collect Baseline data on all equality training courses via WDC and NHS systems	Increase in numbers trained	Liaise with WDC and NHS training departments	K Marshall/A King/A Slater	December 2022	

Collect Baseline Data on all clients via new My Life Assessment on Carefirst	Baseline data produced	Liaise with Service Improvement Lead re MLA stats on protected characteristics	K Marshall/A King/J Burns	March 2022	
Scope out IT systems used within the HSCP to understand what Data systems are used and what Protected Characteristics information they collect	Information will be available	EMIS/Care first Data collection	A Slater/M Cardno	December 2022	
Work Stream– Communications	Measure – How will we know	What will we do	Who will do it	By When	
Develop and implement HSCP Equalities Publicity Campaign in collaboration with HSCP Communications officer	Information will be available on website and intranet	Consider focusing on specific protected characteristics	A King/K Marshall/E McLean	July 2022	
Review equalities content of HSCP website	Updated website	Publicise Equalities working group on HSCP intranet and internet Website reviewed and content updated and improved	S Taylor/A O’Gorman Laura Evans/All	May 2022 May 2022	YES YES
Equalities Champions to be further explored across HSCP	Increase in numbers attending Equality Group	Develop brief - role and responsibilities of equalities champion	S Taylor/A O’Gorman	November 2021	YES

Work- stream - Best Practice	Measure – How will we know	What will we do	Who will do it (name & organisation)	By When	
Scope out best practice for mainstreaming equalities within HSCPs	New Strategic plan embeds equalities reporting from 2022	Research best practice on equalities mainstreaming across other HSCP's  Link with Strategic Planning work to embed equalities within new plan	A King/K Marshall/A Slater   A King/K Marshall	June 2022  March 2023	YES
Ensure national guidance on equalities rolled out to appropriate parts of the HSCP	Guidance e.g., Fairer Scotland Duty and Carer Involvement in equality impact assessments easily available to staff	Communicate and cascade as appropriate - website updated  Source additional training from IS	A King/K Marshall  A King/K Marshall	June 2022  December 2022	
Explore the use of a self assessment tool for equalities <a href="https://www.scotphn.net/wp-content/uploads/2019/05/FINAL-HISA-AA-15_06_21.pdf">https://www.scotphn.net/wp-content/uploads/2019/05/FINAL-HISA-AA-15_06_21.pdf</a>	Self Assessment tool adopted across HSCP	Implement tool as part of wider improvement agenda and service planning work	John Burns/ Equalities Group	May 2022	