

Race Equality

FUNCTION IMPACT ASSESSMENT WORKBOOK

Introduction

The Race Relations Act 1976, as amended by the Race Relations (Amendment) Act 2000 places a statutory duty on public authorities to promote race equality. The general duty of the act is to make race equality a central part of the way in which public authorities work.

Under this Act, the Trust must set out which current and proposed functions are relevant to the duty and how these are reviewed in order to ensure that they comply with the duties under the Act.

Definition of a function: Function is being defined within the Trust as a specific department or service delivery unit e.g. Renal, Recruitment, Learning & Development.

Purpose of the workbook

The workbook is designed to help you through the function assessment process, and more importantly act as a record of the review process itself as evidence will need to be published on the Trust website.

When to use the workbook

All functions will require an initial impact assessment; this will then be reviewed every three years. However, if there is a proposed change in policy, process or structure within the function then a further impact assessment should take place.

Additional information can be found on the Commission for Racial Equality website www.cre.gov.uk or by contacting Victoria Evans, HR Manager Ext 43470 or Jan Cottle, Patient Partnership, Ext 57734

Department name: Human Resources

Function to be impact assessed: Learning & Development

Date on assessment: March 2006

Review date: March 2009
(3 YEAR REVIEW CYCLE)

Review undertaken by: Annie Kimblin, Joint Head of Learning and Development

Which if the three parts of the Act does the function apply to: (can tick more than 1)

1. Eliminating discrimination ✓
2. Promoting equal opportunities ✓
3. Promoting good race relations ✓

Please state aims and objectives of the function

The Learning and Development department is part of the Human Resources and Organisational Development Directorate. Spread across 3 sites, the Horton Hospital, The Radcliffe Infirmary and The Churchill hospital, our team is made up of 6 administrators and 3 managers and a Conflict Management Trainer/Facilitator. There are other departments that also provide training and these are The Resuscitation training department , The IT training department, George Pickering Post Graduate Centre for Medical staff, and The Nursing Directorate.

Our joint objective is to enable all staff to take responsibility for managing their own learning and to ensure they learn the right things, in the right way, at the right time for all the right reasons. Collectively we provide a wide range of personal and professional development activities that ensure all staff become skilled and competent to do their job. In addition we also offer a range of statutory training that is required by law.

Staff are encouraged to approach learning and development as creatively as possible. We no longer rely totally on traditional training methods such as classroom training but rather take the view that all experiences provide us all

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with an opportunity to learn. We therefore value vocational learning as much as academic learning and work-based learning as much as classroom learning and believe that all staff should have equal access and entitlement to learning opportunities.

We encourage individuals to learn in a way that suits them and aim to offer a wide variety of learning and development opportunities throughout the year that ensure all staff have the opportunity to meet the learning objectives set out in their annual learning and development plan. We also see learning and development as a partnership arrangement where both the organization and the individual play their part. In practice this means that on occasions individuals are expected to study in their own time, where protected learning time is not available and to fund the purchase of learning materials for future reference.

The L&D department advertises all their courses in English on the hospital intranet throughout the working week and also list courses on the Learning and Development intranet web site. There is an expectation that managers will pass this information onto their staff. It is difficult to check this whether managers do this or not but the large majority of courses are filled with a range of staff from a variety of both professional and ethnic backgrounds. In addition to this 'word of mouth' approach, members of the Stepping Stones tutorial team will let members of staff for whom English is not their first language, know about L&D courses.

The L&D department offer a wide range of courses run throughout the year and some are often repeated. .

Please detail the staff groups benefiting from the function

The HR function has an impact on, and is meant to benefit, all staff groups within the Trust.

Please detail the policies affecting the function

There are a set of HR policies and procedures that govern the way in which the function operates. Some of these are developed in line with legislation i.e. maternity leave, others have been developed in-house e.g. long service entitlements. The complete list of the HR policies and procedures can be found in Appendix 1.

These policies and procedures are developed and reviewed by the HR Policy and Procedure group. The policies go through a period of consultation in order to

seek the views of those affected. As a result of the RES an additional consultation group has been incorporated into the process flowchart – see Appendix 2. Members are currently being sought from BME staff groups in order to ensure that effective consultation takes place.

A large piece of work is required in order to assess the policies and procedures that are currently in place and this is currently being undertaken by the RES Policy Impact Group

Work is also underway in order to seek the views of BME staff groups as to their experiences of the HR Function.

A new communication plan has been developed for any HR Policies and Procedures that are agreed in the future. This will involve a range of options including manager briefings, training sessions , global e-mails, leaflets, articles in the ORH news, Team Brief.

Please detail the research and consultation undertaken as part of this impact assessment e.g. Staff Side, Surveys, Staff Groups, Community Groups, Relevant Statistics etc

Please refer to RES Function Assessment Table

Please detail any evidence gained from the research, monitoring and consultation that suggests possible racial discrimination.

The L&D department do receive feedback from the staff who come on courses. To date there has been no negative feedback or complaints from staff in ethnic minority groups that we are aware of. However, to ensure we continue to offer all staff the opportunity to give the team feedback there will be a review of evaluation procedure.

Ethnic Monitoring

Staff Attitude Survey 2004 -

24.5% did not know if the Trust was committed to equal opportunities for all staff

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30.8% did not know if the Trust acted fairly with regard to career progression, promotion, regardless of ethnicity, gender religion, sexual orientation, disability or age

Staff Attitude Survey 2005

36.8% did not know if the Trust acted fairly with regard to career progression, promotion, regardless of ethnicity, gender religion, sexual orientation, disability or age and 7.2% said that it didn't.

Please detail any gaps in the information available to you and what you are doing in order to obtain this information e.g. No monitoring of access to function therefore setting up system of monitoring by XXdate.

As far as the department are aware there have been no complaints with regard to the function. However, to ensure we continue to offer all staff the opportunity to give the team feedback there will be a review of evaluation procedure.

ACTION Review of evaluation procedure

Courses are run throughout the week, some repeated on a regular basis. However, to respect the diverse needs of non Christian groups of staff the L&D department will review their training schedule so that this group of staff are not excluded.

ACTION The training schedule will be reviewed in order to avoid main religious holidays and festivals.

Views of users of the service are not known as there is currently no method of consulting with staff or associated groups e.g., BME Networks on the HR Function.

ACTION A system of consultation is to be established by the end of 2006.

Not all training is recorded in the Trust and therefore monitoring of all training and development is difficult.

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ACTION Investigate a system for recording all learning and development within the Trust by December 2006.

There is currently no system for monitoring the number of people who have appraisal within the Trust. This will change when the e-ksf tool is fully utilised. An interim measure is required in order to monitor appraisal numbers.

ACTION – Introduce interim appraisal monitoring system April 2006

The completed workbook should now be sent to the Race Equality Steering Group c/o Jan Cottle, Patient Partnership or Victoria Evans, HR Manager for HR assessments.

This workbook will be published on the Trust's intranet.