

# Report

## Mainstreaming the Equality Duty and Equality Outcomes Progress Report Edinburgh Integration Joint Board

2 March 2018



### Executive Summary

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1. In April 2016, the Integration Joint Board approved and published its Mainstreaming Equality and Outcomes Report in accordance with the Equality Act 2010 and associated regulations. To continue to meet the obligations of the Act, the Integration Joint Board must publish by 30 April 2018, a report setting out the progress made in mainstreaming the equality duty and the progress made in achieving its equality outcomes.
2. The attached draft “Mainstreaming the Equality Duty and Equality Outcomes Progress Report” sets out how the IJB is addressing its responsibilities under the Act and summarises the progress made in mainstreaming equality and achieving equality outcomes over the last 2 years.

### Recommendations

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3. The Integration Joint Board is asked to:
  - i. note the requirements of the Equality Act 2010 outlined below
  - ii. consider and approve for publication, the draft Mainstreaming the Equality Duty and Equality Outcomes Progress Report attached at Appendix 1
  - iii. agree the proposal to review equality outcomes as part of the process of producing the Strategic Plan.

### Background

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4. The Public Sector Equality Duty requires public bodies in the exercise of their functions to have due regard to the need to:
  - eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
  - advance equality of opportunity between people who share a relevant protected characteristic and those who do not

- foster good relations between people who share a protected characteristic and those who do not

5. The table below sets out the specific duties of the act in relation to the IJB.

Duty	Equality Act reference	Summary of requirements	Frequency	Last published
<b>Report on mainstreaming the equality duty</b>	Section 3	Publish a report on the progress made to make the general equality duty integral to the exercise of functions	At least every 2 years	Report attached at Appendix 1, April 2018
<b>Equality outcomes</b>	Section 4(1) and (2)	Publish a set of equality outcomes having involved protected characteristic groups/ individuals and used available evidence	At least every 4 years	April 2016
<b>Progress against equality outcomes</b>	Section 4(4) and (5)	Publish a report on the progress made to achieve the equality outcomes	At least every 2 years	Report attached at Appendix 1, April 2018
<b>Equality Impact Assessments</b>	Section 5	Conduct IIAs for new/revised policies and publish these	Ongoing	Ongoing on website
<b>Gather and use employee information</b>	Section 6	Not required	N/A	N/A
<b>Gender pay gap information</b>	Section 7	Not required	N/A	N/A
<b>Statement on equal pay policy and occupational segregation</b>	Section 8	Not required	N/A	N/A

## Main report

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6. The 5 Equality Outcomes identified in the Mainstreaming Equality and Outcomes Report were developed in tandem with the development of the Strategic Plan and are as follows:

**Equality Outcome 1** – Effective and Visible Leadership is in place to ensure all health and social care policies, plans and decisions take account of the diversity of needs and characteristics of the community.

**Equality Outcome 2** – People with protected characteristics are directly able to influence the way in which health and social care services are planned and delivered at both local and city-wide level.

**Equality Outcome 3** – All health and social care services are accessible, appropriate and inclusive to the needs of all with no barriers that can limit access for those with protected characteristics.

**Equality Outcome 4** – Awareness and understanding of the challenges and needs faced by those with protected characteristics are raised.

**Equality Outcome 5** – Prevention measures and activities to reduce inequalities are inclusive to all.

7. A set of actions, drawn from the actions contained in the strategic plan and the associated Integrated Impact Assessment action plan, were identified to enable delivery of these outcomes.
8. The attached report outlines some of the actions that have taken place over the last 2 years to achieve the outcomes and outlines progress made in mainstreaming the equality duty.
9. The report demonstrates that good progress has been made towards achieving the outcomes and towards mainstreaming equality.
10. The Partnership has now identified a nominated officer to champion the equality responsibilities of the IJB and Partnership, and monitor compliance with legislative requirements to improve performance.
11. There is a legal requirement to publish a set of equality outcomes at least every 4 years. Given that the main way in which the IJB carries out its equality duties is through the Strategic Plan, it is recommended that the equality outcomes are developed as part of the process of developing the Strategic Plan. The next IJB Strategic Plan is due to be published by 31 March 2019 and will cover the period 2019-2022.

## Key risks

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12. Failure to publish the Equality mainstreaming and outcome progress report will mean that the Integration Joint Board is not meeting its obligations under the Equality Act 2010.

## Financial implications

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13. There are no direct financial implications resulting from this report.

## Implications for Directions

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14. There are no changes to current directions arising from this report.

## Equalities implications

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15. The attached report outlines how the IJB contributes to the delivery of the 3 Public Sector Equality Duties and complies with the requirements of the Equality Act 2010.

## Sustainability implications

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16. Social sustainability is an essential element of a sustainable city. The attached report outlines how the IJB contributes to a sustainable Edinburgh by impacting positively on the personal wellbeing of residents, promoting community capacity and inclusion within communities, helping create equal opportunities and helping meet the diverse needs of communities.

## Involving people

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17. The use of co-production in the development of services is standard within the Partnership and the projects identified in the attached appendix have used a coproduction approach to service design and development.

## Impact on plans of other parties

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18. There is no known impact arising from this report on the plans of other parties.

## Background reading/references

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[The Equality Act 2010 \(Specific Duties\) \(Scotland\) Regulations 2012](#)

[Equality and Human Rights Commission Non-statutory guidance for Scottish public authorities](#)

[Edinburgh Integration Joint Board Equalities and Mainstreaming Report 2016](#)

## Report author

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Appendices

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Appendix 1	Draft Mainstreaming Equality and Equality Outcomes Progress Report
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# Edinburgh Integration Joint Board

## Equality and Mainstreaming

### Progress Report 2016-2018



March 2018

Working together for a caring,  
healthier, safer Edinburgh

**NHS**  
Lothian

• EDINBURGH •  
THE CITY OF EDINBURGH COUNCIL

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## **Introduction**

In April 2016, the Edinburgh Integration Joint Board (EIJB) published its [Mainstreaming Equality and Outcomes Report](#). This stated how the EIJB proposed to meet the equality duty as set out in the Equality Act 2010 and set out its equality outcomes.

This progress report now summarises the actions the EIJB has taken towards integrating the general equality duty into the day-to-day working of the EIJB and summarises progress towards achieving the equality outcomes.

## **Background - The General Equality Duty**

The Equality Act 2010 requires all public bodies to report every 2 years on progress in making the general equality duty integral to delivering services and shaping policies. (Appendix 1) This report summarises how the EIJB has contributed to:

- eliminating discrimination, harassment, victimisation and any other conduct that is prohibited by the Equality Act
- advancing equality of opportunity among all people
- fostering good relations between different people when carrying out their activities

As the EIJB does not directly employ any staff, it is not required to meet the various employee reporting regulations.

## **Mainstreaming Equality**

Mainstreaming equality simply means integrating equality into the day-to-day working of the Health and Social Care Partnership. The steps which the Partnership has taken to do this are outlined below.

## **The role of the EIJB**

The Edinburgh Integration Joint Board is responsible for the strategic planning, operational oversight and performance management of the health and social care functions which it has been delegated. The Board has a legal duty to produce a strategic plan every three years and implements the plan by issuing Directions to the City of Edinburgh Council and NHS Lothian detailing how services should be delivered. The Edinburgh Health and Social Care Partnership (EHSCP) is a partnership of the City of Edinburgh Council and NHS Lothian, responsible for the delivery of services in accordance with the strategic plan under the management of a single Chief Officer. The IJB meets its equality duties both through its own actions and those of the EHSCP.

## **Board Membership and Structure**

The Public Bodies (Joint Working) (Act) 2014 sets out minimum requirements for membership of integration joint boards including. Responsibility for chairing the Edinburgh Board rotates every 2 years between the Council and NHS Lothian. Under the Equality Act, the EIJB is not a relevant listed authority and is not required to publish information on Board members to help ensure that they better reflect the diversity of the Scottish population. The current membership of the board consists of 9 voting members (6 male and 3 female) and 13 non-voting members (6 male and 7 female). There are currently 2 vacancies for citizens who use adult health and social care services. These members help ensure that the perspective of people who use adult health and social care services is heard in the deliberations of the Integration Joint Board. A small working group has been established to review the role description and specification for these. The role will be advertised widely and applicants from all walks of life will be encouraged to apply.

The current Board membership is set out in Appendix 2.

The Board meets every month with one meeting each quarter being a development session which is closed to the public. People with lived experience have helped plan, deliver and participate in some of the development sessions for example those around Mental Health and Substance Misuse. The Board particularly appreciated this opportunity to engage directly with people with lived experience. All EIJB papers are available [on-line](#). Deputations are permitted and the process aims to encourage greater public participation in the democratic process and allow the opportunity for groups and organisations to put their view directly to decision makers and influence the issues that matter to them.

The IJB has a governance framework which includes the locality health and wellbeing forums and strategic planning forums for: mental health and wellbeing; older people; people with disabilities and substance misuse. The framework also includes two cross-cutting forums focused on housing and tackling inequalities. Members of the locality and strategic planning forums include representatives of key stakeholder groups and act as a wider constituency for members of the Strategic Planning Group, providing them with access to a diverse range of opinion. The structure is set out in Appendix 3.

## **Partnership Working**

The EIJB is a formal member of the Edinburgh Community Planning Partnership (EP). This Partnership brings together partners from Education, the City of Edinburgh Council, Fire and Rescue Service, the Health Board and Police to work

together to make Edinburgh a thriving, successful and sustainable capital city in which all forms of deprivation and inequality are reduced.

## **Locality Working**

To empower communities and work more closely with local people and existing groups, all members of the Edinburgh Partnership have agreed to focus service planning and delivery in Edinburgh in 4 localities.

Locality Improvement Plans (LIPs) have been produced through partnership working and meaningful engagement with residents and communities. The plans aim to achieve better outcomes for those individuals and communities experiencing the greatest inequality by building on a local understanding of their needs, circumstances, and aspirations. The plans set out the priorities for improving outcomes over a five-year period (2017-22). Health and wellbeing/social care is a priority in each plan. The plans are high level and will be underpinned by detailed action plans and performance measures.

The development of the plans was supported by an Integrated Impact Assessment (IIA). Several positive impacts were identified, including the use of community intelligence and locality profiles to promote participation of individuals who are less likely to get involved. The IIA also made recommendations including a review of the engagement process to identify all population groups which were not engaged and identify routes into better engagement. Whilst this impact assessment focused on the process, further assessments will be carried out on the individual plans' outcomes and actions. The [LIPs](#) were formally endorsed by the IJB in November 2017.

## **Leadership**

The EIJB sets out its core values to “respect the principles of equality, human rights, independent living and to treat people fairly” in its Strategic Plan.

Councillors have a key leadership role in driving forward the equality agenda. A briefing session for all councillors, including those who are voting members of the IJB, was recently held which reinforced their remit to deliver equality, with regards to scrutiny, leadership and engagement. It is proposed that a similar session will be held for all IJB members, once all members are appointed.

Senior managers have been encouraged to give clear and consistent messages to their staff regarding the importance of the public sector equality duty and to ensure that it is given due consideration. To assist in this, a handy guide for managers has been prepared which reinforces the ways in which managers should embed equality in their day to day working and help ensure compliance with the Equality Act 2010. (Appendix 4)

Quarterly development sessions for the Partnership's Extended Leadership Team are now in place and it is proposed that a future session will incorporate equality issues which will further reinforce these messages.

### **Staff Training Awareness and Understanding**

The EIJB recognises the importance of building the capacity of all staff to ensure that they recognise the relevance and importance of considering and promoting equality and diversity when carrying out their own roles. Mandatory equality and diversity training is provided for all staff which provides a general awareness of the issues. A wide range of additional, more specific training courses are run and promoted to all staff. These cover a variety of equality topics such as: Transgender Awareness, Sexual Health for Adults and Vulnerable groups, Suicide Intervention Skills, Promoting Health with People with a Learning Disability, Dementia Awareness, Men having sex with Men, amongst others. Staff can discuss training opportunities with their managers at any time and are encouraged to participate in and plan relevant training at their annual performance meeting.

### **Integrated Impact Assessment (IIA)**

The undertaking of Integrated Impact Assessments is one of the main ways in which the EIJB seeks to ensure equality is mainstreamed across the organisation.

The IIA framework and guidance was developed in collaboration with the four Local authorities and NHS Lothian through the IIA Steering Group which continues to meet regularly and on which the Health and Social Care Partnership/IJB is represented. The Integrated Impact Assessment (IIA) helps ensure that partners consider equality, human rights, sustainability and the environment during development of proposals. As well as taking account of the impact which the proposal will have on those with protected characteristics, the IIA also takes into account potential impacts on those in poverty or at risk of falling into poverty. The assessment process helps identify actions which can be taken to mitigate any negative outcomes and enhance any positive outcomes.

The IJB report template has recently been updated to ensure that reference to the IIA is included in all reports and any equality impacts are considered during the decision making process.

### **IIA Implementation**

The IIA Steering Group, which is made up of members of the 4 council authorities, the 4 IJBs and the NHS Health Board, runs regular training sessions to enable individuals to become IIA facilitators. All service areas should have identified at least one person who can facilitate an IIA. A network of Equality Champions, who have a

remit to support their service area colleagues to undertake IIAs, is currently being established. The Steering Group also runs a series of workshops which provide an opportunity to discuss IIAs, learn from practical examples and share best practice.

This collaborative working and shared training has helped maximise opportunities to access appropriate training for all staff and helped in the uptake of IIAs.

The IIA template, guidance notes, supporting information, checklist, evidence table and top tips are available on-line to all staff.

## **IIA Actions and Publication**

A register of IIAs is held by the IJB and checks against implementation of actions are carried out regularly. Improvements to the process are currently being considered and the use of an on-line system is currently being investigated.

Completed IIAs are published on the IJB website – [Transform Edinburgh](#).

## **IJB Reports and Decisions**

The EIJB report template has now been updated to include sections on equality and sustainability. These sections report on any positive or negative impacts which the proposal may have and outline steps to mitigate any negative impacts or enhance any positive impacts. Sufficient information is provided to allow board members to make informed decisions. Any impacts that cannot be mitigated are highlighted to members of the board. Equality information is also relayed to decision makers via emails, one to one briefings or general briefing notes in advance of the board meeting, if appropriate.

## **Procurement**

Procurement is undertaken on behalf of the EIJB by either the City of Edinburgh Council (CEC) or NHS Lothian. NHS Lothian now have a specific Equality & Diversity Procurement policy for procurement officers to refer to when letting contracts. This policy helps ensure that any supplier of goods or services chosen to supply NHS Lothian meet the same values of Equality and Diversity held by NHS Lothian.

In addition to compliance with Equality and diversity regulations, the CEC expects contractors to take a positive approach to fair work practices and now reflect this in contract documents, which includes the expectation that contractors commit to (amongst others):

- a fair and equal pay policy that includes a commitment to supporting the Living Wage, including, for example being a Living Wage Accredited Employer;

- promoting equality of opportunity and developing a workforce which reflects the population of Scotland in terms of characteristics such as age, gender, religion or belief, race, sexual orientation and disability;
- flexible working (including for example practices such as flexi-time and career breaks) and support for family friendly working and wider work life balance;
- support progressive workforce engagement, for example Trade Union recognition and representation where possible, otherwise alternative arrangements to give staff an effective voice.

## **Communication and Engagement**

The EIJB has developed a Communication and Engagement Strategy 2016 to 2019. This high-level plan sets out the principles and protocols for the IJB's communication and stakeholder engagement activity. A series of more detailed communication action plans will be/have been created for individual projects, campaigns and activities. These will include behaviour changing campaigns such as educating service users on visiting their GP and National Awareness days and activities such as Suicide Prevention Week.

The communication strategy is set against several communication protocols which give consideration to equality and diversity and include, amongst others:

- use of venues, where possible, preferred by service users and carers which are fully accessible
- recognise that large events may not encourage people to speak out and a range of opportunities to do so will be provided including focus groups, surveys and written communication amongst others
- Language will be accessible, jargon-free and easy to read. Easy read versions of relevant print materials will be commissioned and the Interpretation and Translation Service can provide large print and translations if needed.
- Checks will be carried out to ensure the right language is being used to speak to the audience. This is particularly relevant for those with low literacy, learning disabilities, older people and where English is not someone's first language. It is also a key to success for behavior changing campaigns.

The EIJB has also adopted an icon-based look and feel for its documents, tested with target audiences. All leaflets will carry the "Happy to Translate" information and be available in large print and different languages.

The Edinburgh Partnership has endorsed the ten [National Standards for Community Engagement](#). They set out best practice principles for the way that government agencies, councils, health boards, police and other public bodies engage with communities. A community engagement strategy is currently being developed through a sub-group of the IJB.

## **Partnership Working**

### EARN

The IJB is a board member of EARN (Equality and Rights Network). EARN is a member-led organisation, set up with the aim of enabling individuals, groups, organisations and communities of interest to work in partnership with public services to advance equality, promote human rights and tackle poverty and inequality. EARN work with the IJB to assist in; raising awareness about equality and rights; community engagement and reaching target audiences; researching key equality and rights issues and; dialogue to help ensure voices are heard by the right people.

### Equality, Diversity and Rights Project Team

The EIJB is a member of the Equality Diversity and Rights Project Team which was set up to help shape the approach to equality in Edinburgh and promote synergy amongst partners. The team consists of representatives from the IJB, NHS, VCE, EARN and a range of CEC departments. It has an overview of Equality and Rights and shares best practice and resources.

### Integrated Impact Assessment (IIA) Steering Group

The EIJB is a member of the IIA Steering Group (which has members from the 4 local authorities and IJBs) which provides an opportunity to continue joint working and share resources on aspects such as training of IIA facilitators, reviewing and adapting the IIA template and guidance documents; shared on-line equality and awareness tools, promotion of the IIAs, quality monitoring of IIAs and actions to increase compliance of IIAs.

## **Research and Evidence**

Consultation on Edinburgh's first Joint Strategic Needs Assessment (2015) identified the health and care needs of people from minority ethnic groups in Edinburgh as a topic which needed further exploration.

This further work was carried out by a working group of staff from the City of Edinburgh Council, Edinburgh Voluntary Organisations' Council (EVOC) and NHS Lothian's Public Health. It has been undertaken in two phases. The aim of the first phase was to produce a draft report, using existing evidence, to give an overview of:

- The size and age profile of the minority ethnic community in Edinburgh
- What is already known about the health needs of people in different groups



- People's experiences of barriers to health and to getting the help they need
- Current supports for people from minority ethnic communities in Edinburgh

The draft report was used as the basis of the second phase of this work, which involved engaging with Third Sector organisations and users of their services to reach an agreed statement of the current health needs and the barriers to addressing these, and to make recommendations about how these can be addressed.

The final report, which will take account of the feedback received, is being finalised, and is expected to be ready for circulation by mid-January 2018.

## **Equality Outcomes**

The IJB's 2016 [Mainstreaming Equality and Outcomes Report](#) identified 5 Equality Outcomes:

Equality Outcome 1 – Effective and visible Leadership is in place to ensure all health and social care policies, plans and decisions take account of the diversity of needs and characteristics of the community

Equality Outcome 2 – People with protected characteristics are directly able to influence the way in which Health and Social Care services are planned and delivered at both local and citywide level.

Equality Outcome 3 – All health and social care services are accessible, appropriate and inclusive to the needs of all with no barriers which can limit access for those with protected characteristics.

Equality Outcome 4 – Awareness and understanding of the challenges and needs faced by those with protected characteristics is raised

Equality Outcome 5 – Prevention measures and activities to reduce inequalities are inclusive to all.

## **Progress Towards Achieving Outcomes**

The table below provides a 2-year progress report on actions which will help achieve these outcomes. While this is not an exhaustive list of examples of what the IJB does, it provides information on a range of different areas of activity.



Key Activities/Outputs	Progress
<b>Equality Outcome 1</b> Effective and Visible Leadership is in place to ensure all health and social care policies, plans and decisions take account of the diversity of needs and characteristics of the community	
Adequate staff are identified to carry out the Equality Act 2010 legal duties.	<p>The undertaking of Integrated Impact Assessments is one of the main ways in which the EIJB carries out the duties of the Equality Act 2010. The HSCP is working towards ensuring each team across the range of IJB functions has a trained facilitator who can lead the IIAs for their team and offer advice on equality issues.</p> <p>The IJB also has a nominated officer to hold the IIA register, champion the equality responsibilities of the Board, ensure IIAs are published on-line and prepare reports as required.</p>
Ensure that the emphasis on equality and rights is connected from the strategic level through to the operational level.	<p>This mainstreaming report sets out how equality and rights considerations are incorporated into the day to day working of the EIJB. Strategically, equality and rights are incorporated into the EIJB's Strategic Plan. Going forward, high level plans are being developed for Mental Health, Older People, Primary Care and Disabilities. From those, more detailed action plans will be developed. The actions and operations stemming from these will continue to recognise equality and rights and IIAs will be carried out as appropriate.</p>
Managers give clear and consistent messages about the importance of the public sector equality duty.	<p>Managers are aware of the importance of the public sector equality duties and are encouraged to relay this message to their staff. A recent equality briefing session was held for Edinburgh councillors and, given the recent changes in staffing and structure of the EIJB, a further development session for managers and EIJB members is currently being arranged.</p> <p>Managers are also encouraged to discuss and promote equality training opportunities with their staff.</p>

Key Activities/Outputs	Progress
<p>Equality training is included in the Leadership Development Programme. Training to include competency around all aspects of equality and diversity and the use of tools such as “teach back” to support staff in the delivery of high quality person centred care.</p>	<p>The Leadership Development Programme is currently being reviewed and will take a new approach which will allow managers and leaders to take ownership of their own learning. Equality will be promoted amongst a suite of e-learning and incorporated into the essential learning.</p> <p>Equality and Diversity training is mandatory for all staff and is included in the CEC’s “Essential Learning handbook”. This must be read annually to ensure up to date knowledge of key policies and procedures.</p> <p>As well as the core equality training, a wide range of other equality learning, which is more specific to the job role, is also available and promoted to staff. Training is discussed with managers and employees as part of staffs’ performance management framework conversations.</p> <p>“Teach Back” continues to be mandatory training for all NHS staff and is a highly effective, simple way of checking patient’s understanding.</p>
<p>Equality and rights will be an integral part of corporate reporting, communication plans, corporate plans and target setting.</p>	<p>A section on equality has now been added to the EIJB report template. This will ensure that all proposals consider any potential impacts on equality and that these impacts are considered as part of the decision-making process.</p>
<p>A communication and engagement strategy for the Partnership for 2016/17 will be developed.</p>	<p>The EIJB has developed a Communication and Engagement Strategy 2016 to 2019. This high-level plan sets out the principles and protocols for the IJB’s communication and stakeholder engagement activity and considers equality and diversity. A series of more detailed communication action plans will be/have been created for individual projects, campaigns, and activities.</p>
<p>Procurement and monitoring procedures should ensure that partner organisations and suppliers operate in a way that is</p>	<p>Procurement is carried out on behalf of the EIJB through both CEC and NHS Lothian who are responsible for ensuring that existing and new suppliers of goods and services are aware of the</p>

Key Activities/Outputs	Progress
consistent with the IJB's approach to the promotion of equality and rights.	<p>requirements of Equality Act 2010 regarding the duties on public authorities.</p> <p>During the procurement process, consideration is given to whether the award criteria should include equality considerations. In addition, CEC expect contractors/providers to take a positive approach to fair work practices as part of a fair and equitable employment and reward package and now reflect this in their contract documents.</p>
Develop an integrated workforce strategy which will pay due regard to equality and rights.	The HSCP is currently developing its integrated workforce strategy to deliver the IJB Strategic Plan; equality and rights has been contained within the scope of this work.
<b>Equality Outcome 2:</b> People with protected characteristics are directly able to influence the way in which Health and Social Care services are planned and delivered at both local and citywide level	
Continue to develop the Joint Strategic Needs Assessment to improve understanding of emerging needs and strengths, such as the needs of asylum seekers and refugees.	<p>The JSNA has been further developed through the exploration of the health and care needs of people from minority ethnic groups in Edinburgh. This further work was carried out by a working group of staff from the City of Edinburgh Council, EVOC and NHS Lothian's Public Health. This has been informed by a JSNA Stakeholder Group that meets quarterly and members include representatives from CEC, Independent Care Sector, EVOC, Edinburgh Housing Partners, Lesbian and Gay community, NHS Public Health and Scottish Government Information and Statistics Division. It has been undertaken in two phases. The aim of the first phase was to produce a draft report, using existing evidence, to give an overview of:</p> <ul style="list-style-type: none"> <li>• The size and age profile of the minority ethnic community in Edinburgh</li> <li>• What's already known about the health needs of people in different groups</li> <li>• People's experiences of barriers to health and to getting the help they need</li> </ul>

Key Activities/Outputs	Progress
	<ul style="list-style-type: none"> <li>Current supports for people from minority ethnic communities in Edinburgh</li> </ul> <p>The draft report was used as the basis of the second phase of this work, which involved engaging with Third Sector organisations and users of their services to reach an agreed statement of the current health needs and the barriers to addressing these, and to make recommendations about how these can be addressed.</p> <p>The final report, which will take account of the feedback received, is being finalised, and is expected to be ready for circulation by mid-January 2018.</p>
<p>Utilise the knowledge, experience and information held by all partners, including local people and those with protected characteristics, to ensure that all people are able to fully participate in service delivery planning, co-production and locality level partnerships on an equal footing and without discrimination.</p>	<p>Several forums meet regularly to help ensure that service planners and providers are kept abreast of the issues which service users face and allow discussion to take place about how these issues can best be addressed. For example, the Edinburgh Plan Advisory Group (EPAG) meet every 2 months. EPAG is a forum which meets to consider the Edinburgh Learning Disability Plan and issues which people with a learning difficulty face.</p> <p>When developing proposals to allow for the implementation of the Carers Act, consultation was carried out with groups of both adult and young carers in partnership with colleagues in the third sector. Use was also made of the consultation hub to disseminate an on-line survey.</p> <p>The IJB is working jointly with its Edinburgh Community Planning Partners to host consultation and engagement events with BSL users to help develop British Sign Language (BSL) local plans for Edinburgh, as required by the British Sign Language (Scotland) Act 2015, including consultation with BSL users.</p> <p>In August 2016 the EIJB agreed to implement a Public Social Partnership for Mental Health and</p>

Key Activities/Outputs	Progress
	<p>Wellbeing Services. The PSP built on good practice and established relationships to co-produce, test and develop innovative approaches for service delivery to improve collaboration and maximise locality resources. The PSP brought together people with lived experience; carers; and staff from a wide range of third sector agencies and statutory services to promote a spirit of collaboration and cooperation to focus on how best to use resources to improve outcomes for people's mental health and wellbeing.</p> <p>In addition to the regular forums, the EIJB works with EARN, (Equality and Rights Network). EARN was established in Edinburgh with the aim of enabling individuals, groups, organisations and communities of interest to work in partnership with public services to advance equality, promote human rights and tackle poverty and inequality.</p>
<p>Use locality level forums to assist organisations, including those which represent people with protected characteristics, to come together</p>	<p>The HSCP is currently in the process of moving to locality level working. Within the 4 localities, sub-groups for each priority area within the local plan, including health and wellbeing/social care, meet to discuss issues, planning and progress. These sub-groups provide the opportunity for local residents, organisations and stakeholders, including those who represent people with protected characteristics, to raise any issues and contribute to the development of services in the area.</p> <p>The HSCP has also set up more specific local forums, for example the four locality mental health and wellbeing partnership. These use the assets of the locality to provide a range of meaningful activities and psychosocial and psychological support for people who are experiencing or have experienced mental health problems.</p> <p>An integrated mental health and substance misuse team has also been established in each locality.</p>

Key Activities/Outputs	Progress
<b>Equality Outcome 3:</b> All health and social care services are accessible, appropriate and inclusive to the needs of all, with no barriers which can limit access for those with protected characteristics	
Increased person-centred care which will take account of individuals' specific needs and circumstances.	<p>The Directions issued to the City of Edinburgh Council and NHS Lothian to give effect to the Strategic Plan include the need to take a person-centred approach to care and helps provide clarity about the changes that need to take place in the design and delivery of services delegated to the IJB.</p> <p>Various projects have been implemented which focus on a person-centred approach. For example, at the heart of Headroom is the relationship between the patient and the health professional and the opportunities this creates to deliver person-centred care.</p> <p>Johns Campaign is another initiative which promotes a person-centred approach to care. The Campaign recognises that a collaboration between the patients and all connected with them is crucial to their health and their well-being. Carers are therefore not just allowed to visit but are welcomed. Support for adopting the values of Johns Campaign is currently being sought for those with disorders that are grouped under the umbrella of dementia.</p> <p>A programme of training to GP practices on anticipatory care planning and the development of key information summaries has been rolled out. The summaries contain information based on the person's wishes, including preferred place of care, and are prepared through having good conversations with the person to find out what matters to them. Work to manage their condition will then take place in partnership with them.</p>
Continue to support the 17 Headroom practices to explore new ways of working with	The Headroom initiative aimed to reduce health inequalities and improve outcomes for people in areas with concentrated economic disadvantage

Key Activities/Outputs	Progress
economically disadvantaged communities and to test arrangements which can inform the 2017 GP contract.	<p>by enabling General Practitioners (GPs) and their teams to meet to design and implement new ways of working.</p> <p>The health professional is often able to suggest “social prescribing” or “community referral” interventions. Overall, the initiative showed good results and demonstrated positive outcomes for general practice and for individuals. This way of working is now continuing through the Community Link Worker project. This project will support link workers based in 19 GP Practices in the most deprived areas of the city. The link worker will offer non- clinical support to people, enabling them to set goals and overcome barriers, in order that they can take greater control of their health and well-being. Funding of the Community Link Workers project will continue to March 2021.</p>
Understand better the issues for minority ethnic communities through the development of the JSNA and as part of service delivery plans	<p>The second JSNA will be finalised by Spring 2018. This will identify the current health needs for minority ethnic groups and the barriers to addressing these. This report will be widely circulated and used to help improve service appropriateness, availability and accessibility.</p> <p>The 4, high-level Strategic Plans for Mental Health Older People Primary Care and Disabilities and the 4 locality plans are now being developed. These will be underpinned by a set of core principles being developed with stakeholders and include the need to take a human rights approach. Full consultation and engagement and the second JSNA will inform the development of follow-on action plans.</p>
Monitor the impact of redesigned services on different sections of the population through the new performance framework	<p>The Annual Performance Report of the Edinburgh Integration Joint Board (EIJB) provided a review of the progress made during 2016/17, the first year of operation of the Edinburgh Integration Joint Board and Health and Social Care Partnership. As part of the review, the report considers performance in relation to</p>

Key Activities/Outputs	Progress
	<p>the progress made in relation to tackling health inequalities and notes several priorities for 2016/17.</p> <p>A Statement of Intent was approved by the IJB in November 2017 and sets out the immediate priorities for the IJB which includes the development of a performance framework.</p> <p>Project specific monitoring also takes place. For example, the Scottish Government, COSLA and Social Work Scotland have developed a new return by to monitor the impact of the implementation of the Carers Scotland Act 2016. The initial return will provide a baseline for returns in future years. It will include information regarding the key protected characteristics and will help Monitor the impact of redesigned services on different sections of the population.</p>
<p>Maintain and strengthen links with Community Planning, Neighbourhood Partnerships and other service delivery partnerships.</p>	<p>The IJB continues to be a member of the Edinburgh Community Planning Partnership who have worked together to develop the local plans.</p> <p>The IJB Locality Managers are members of the Locality Leadership Teams and work with other community planning partners to co-ordinate the efforts of statutory, public, independent and third sector services within each locality to address common goals and concerns. During 2016/17 the IJB has worked with community planning partners at a locality level to engage the local community, including those in areas experiencing high levels of deprivation, in the development of Locality Improvement Plans. Forums have been established within each locality, bringing together representatives of public and third sector organisations and the local community to discuss and respond to local issues.</p>
<p>Develop improved pathways for people with autism, physical disabilities, diabetes, alcohol related brain injury and mental health problems and dementia,</p>	<p>Improved pathways have been developed for a range of people. For example, an improved, integrated care pathway for diagnosis and support for people who may have autism has been developed. In conjunction with this, a</p>



Key Activities/Outputs	Progress
<p>from assessment, diagnosis and post-diagnostic support to ensure individuals get the specialist support they require in a timely way.</p>	<p>network of autism champions has been established and training provided to front line staff to improve understanding of autism and the local services available.</p> <p>A pathway/network promoting existing services and developing new services for the social support of people with acquired hearing loss continues to be developed and aims to help reduce isolation.</p> <p>The IJB continues to work with partner Edinburgh Leisure, to provide the Steady Steps' programme which supports older people who have already had a fall, as part of the Falls and Fracture Prevention Pathway.</p> <p>Dementia post-diagnostic support (PDS) has been provided through a contract with Alzheimer Scotland since 2014 with a further 5 years of funding recently approved by the Integration Joint Board. The 6 PDS link workers provide a locality based service to around 300 people newly diagnosed with dementia at any one time. PDS is also provided by community mental health staff. The Edinburgh PDS Service has been developed on co-production partnership basis. It is an unregistered, preventative service intended to develop person-centred support to: understand and self-manage the condition; access peer support; maintain links with local community/ activities, make future plans such as Power of Attorney; develop a person-centred support plan. Further pathways development work is planned as outlined in Action 23 of the Strategic Plan. The East GP cluster within the north-east Edinburgh locality has been selected as one of the three national innovation sites to test dementia post diagnostic support in primary care. The work is linked to Scotland's National Dementia Strategy 2017-2020 and is being developed on a coproduction partnership basis. The learning will help inform continued development of post-diagnostic support in Edinburgh and nationally.</p>
Equality Outcome 4	

Key Activities/Outputs	Progress
Awareness and understanding of the challenges and needs faced by those with protected characteristics is raised	
<p>Raise awareness and provide training on key initiatives identified in the Strategic Plan such as autism, mental health, dementia, LGBT and older people services.</p>	<p>There are many awareness raising and training plans now in place across the IJB.</p> <p>The Autism Champion programme continues to:</p> <ul style="list-style-type: none"> <li>– build knowledge, understanding and skills to work effectively with people with autism</li> <li>– contribute to the development of good autism practice in the city</li> <li>– promote autism awareness, influence and interest throughout partner agencies.</li> </ul> <p>The Integrated Carer Team have established a series of Carer Awareness Training Opportunities for 2018. The aim of this training is to establish Carer Champions within a wide range of hospital and community settings. The training will empower Champions to support, refer and signpost carers to dedicated source of support and enable them to cascade information to their colleagues.</p> <p>The Learning Disability Festival made use of media and social media to highlight prevention and early intervention topics.</p> <p>This year, it is planned to use the increased media focus on autism resulting from World Autism Awareness Day to run a series of events highlighting the work happening to support people with autism in Edinburgh, and to give citizens a greater understanding of autism and what they can do to help. Staff will also be encouraged to complete the autism e-learning module on Cecil. The events will be a combination of talks, information stations, and autism friendly music and culture events.</p> <p>Sensory awareness training continues to be delivered to key staff groups across the city, e.g. non-clinical healthcare support workers, hospital discharge support team, etc.</p>

Key Activities/Outputs	Progress
	<p>Applied Suicide Intervention Skills Training (ASIST), an interactive workshop in suicide first aid, is widely promoted to professionals working with those most at risk. ASIST teaches participants to recognise when someone may have thoughts of suicide and work with them to create a plan that will support their immediate safety.</p> <p>There is a wide range of training and awareness opportunities in relation to dementia, for example</p> <ul style="list-style-type: none"> <li>– a multi-agency approach is being taken to delivering “Promoting Excellence in Dementia Care” training in locality venues across care homes, home care, Day Services, Supported Housing, the Community Alarm Team, and Edinburgh Leisure to improve the quality of care for people living with dementia;</li> <li>– access to “dementia boxes” is provided in local libraries as part of dementia awareness raising training so that people can learn more about how it feels to have dementia</li> <li>– Palliative Care in Dementia training</li> <li>– Dementia Awareness Study Days are run for Nursing/AHP staff in NHS Lothian, Council and Social Work Practice teams involved all in direct care giving roles with people/patients with Dementia. (non RMN)</li> <li>– Dementia Awareness Training for frontline staff working in all social care services is run through ELCP.</li> <li>– The Dementia Champions training course for Health and Social Care staff is ongoing</li> <li>– awareness events, such as the dementia café events to highlight World Alzheimer’s were held in September 2017 and the “6 Little Things” campaign.</li> </ul>

Key Activities/Outputs	Progress
<p>Raise awareness of and provide training in the use of tools developed by projects such as Edinburgh LGBT Age.</p>	<p>A variety of training is run in conjunction with partners such as Edinburgh LGBT and Scottish Trans Alliance and includes for example; Men Having Sex with Men Masterclass and Transgender Awareness.</p>
<p>Continue to develop the award-winning Dementia Friendly Edinburgh Programme</p>	<p>The Dementia Friendly Edinburgh awareness campaign continues and is now in phase 3 (phases 1 and 2 included: communication and engagement strategy; 5 Dementia Friendly Edinburgh community developments; work to reduce the stigma of dementia; launch of the Post Diagnostic Support Service; stimulation of City-wide awareness toward dementia friendly developments at Edinburgh Festival Theatres, Royal Botanical Gardens, National Museum of Scotland, National Library of Scotland and National Galleries of Scotland; challenging the stigma of dementia and “6 Little Things” leaflet)</p> <p>Work is continuing on; implementing Dementia friendly design and environmental adaptations across in patient and hospital sites; a new network of neighbourhoods is established, working together to develop new opportunities; café style events have been held where people can sit in a relaxed environment, have a cup of tea and a chat with experts in dementia and find out about resources, groups or services that may be helpful to them; and linking up with city opportunities (police, fire service, parks, shops, transport, leisure and arts venues)</p> <p>The next steps of the campaign include the development of a public facing Power of Attorney campaign, Potential for dementia friendly developments within Locality Planning and opportunities through National Funding Opportunities for Dementia Friendly Developments.</p> <p>The Dementia Friendly Edinburgh awareness campaign was launched in 2014 with phase 1: communication and engagement strategy;</p>

Key Activities/Outputs	Progress
	<p>phase 2 challenging the stigma. This has included stimulating development of 5 Dementia Friendly Edinburgh community developments; work to reduce the stigma of dementia linked to the launch of the Post Diagnostic Support Service; stimulation of City-wide awareness toward dementia friendly developments at Edinburgh Festival Theatres, Royal Botanical Gardens, National Museum of Scotland, National Library of Scotland and National Galleries of Scotland; challenging the stigma of dementia and “6 Little Things” leaflet)</p> <p>Work is continuing on; Dementia friendly design and environmental adaptations across in patient and hospital sites; a new network of neighbourhoods is established, working together to develop new opportunities; café style events have been held where people can sit in a relaxed environment, have a cup of tea and a chat with experts in dementia and find out about resources, groups or services that may be helpful to them; and linking up with city opportunities (police, fire service, parks, shops, transport, leisure and arts venues)</p> <p>The next steps of the campaign include the development of a public facing Power of Attorney campaign, Potential for dementia friendly developments within Locality Planning and opportunities through National Funding Opportunities for Dementia Friendly Developments.</p>
<p>Work with housing providers to support the development of dementia friendly, accessible and affordable housing.</p>	<p>Through the Housing Contribution Statement, which forms part of the EIJBs Strategic Plan for 2016 – 2019, housing partners have committed to invest up to £300 million of the housing investment programme to build around 3,000 affordable homes, integrated with health and social care services, to meet the needs of older people and people with complex physical and health needs. Progress on this commitment is monitored through the Housing, Health and</p>

Key Activities/Outputs	Progress
	<p>Social Care Forum, part of the governance structure within the Health and Social Care Partnership.</p> <p>A joint seminar for housing, health and social care partners was held in September 2017 to discuss the 3,000 homes commitment in more detail. This covered topics such as older people's housing, housing with care, technology and design, complex needs (including homelessness), and disabilities and mental health. A follow up event to look in more detail at options is currently being planned.</p> <p>The Edinburgh Integrated Carer Support Team and the Long Term Conditions Team are jointly hosting an event which will target frontline NHS Lothian, Health &amp; Social Care &amp; Housing staff, Team Leaders &amp; Managers.</p> <p>The aim of the Event will be to enhance networking and communication between Edinburgh Health &amp; Social Care Partnership and Edinburgh Housing partners and explore ideas on how Edinburgh housing partners can work collaboratively with the Long Term Conditions programme to identify people and their carers who have multi-morbidities and or at risk of falls and how best to support these individuals to remain living independently at home. The event will help establish 'what works' and the potential savings that can be achieved through interventions.</p>
<p>Deliver a programme of activity using the Scottish Government's sensory awareness training tools.</p>	<p>Sensory awareness training continues to be delivered to key staff groups across the city, e.g. non-clinical healthcare support workers, hospital discharge support team, etc.</p>
<p>Work with partners to support people with a range of needs such as young adult carers, people with learning disabilities and people with autism, and people with mental health</p>	<p>Several initiatives have been set up through the Partnership to help individuals with greater needs access work, training or volunteering:</p> <p>A multi-disciplinary team from Health and Social Care; Economic Development, Criminal Justice and Edinburgh Alcohol and Drug Partnership,</p>

Key Activities/Outputs	Progress
<p>problems to be able to access work, training or volunteering.</p>	<p>have drawn together EnCompass which aims to support those with complex needs – including those who may suffer from severe and enduring mental health issues – to access services, education, training and guidance to work towards securing employment. During their first 6 months they have supported over 180 people to take the first steps towards a positive destination.</p> <p>Project SEARCH brings together a partnership of the HSCP, Edinburgh College and a supported employment specialist (Intowork) to work with 12 young people aged 16-24 on the autistic spectrum who want to move into employment. The young people gains skills and confidence through internships with the Partnership and classroom learning and on-going support (including a broad range of autistic spectrum focused support) is also available. The outcome results are very high with 60-100% of young people moving into paid positions.</p> <p>The HSCP work with VOCAL who run “Think WORKING Carer” sessions aimed at managers to help them identify and support employees who have a caring role and to highlight the benefits for organisations &amp; managers who support carers to remain in work.</p> <p>An Edinburgh-wide Volunteering and Active Citizenship Strategy Delivery Group has recently been established which will develop a Volunteering Action Plan; the scope will cover those with most needs and support requirements to get into volunteering.</p>
<p><b>Outcome 5:</b> Prevention Measures and activities to reduce inequalities are inclusive to all</p>	
<p>Build on the experience of the Headroom practices and other initiatives to develop the benefits and applications of social prescribing.</p>	<p>The learning experience and evaluations of the Headroom project, which aimed to reduce health inequalities by designing and implementing new ways of working for General Practitioners (GPs)</p>

Key Activities/Outputs	Progress
	<p>and their teams, have been used to progress the Community Link Working project.</p> <p>This project will support community link workers (CLW) based in 19 GP Practices in the most deprived areas of the city who will offer non-clinical support to people, enabling them to set goals and overcome barriers, in order that they can take greater control of their health and well-being. Using 'good conversations' a CLW supports people to identify problems and issues they are experiencing and to talk about what really matters to them. They support people to achieve their goals by enabling them to identify and access relevant resources or services in their community. A CLW also maps local services, engaging with and developing productive relationships with these services. They will keep practice teams informed of the status of existing and new services and identify any local service gaps.</p> <p>In addition, Administrative and Clerical staff in all practices will be offered 'signposting' training to supplement the broader social prescribing picture. In practices with a CLW this approach will be regularly encouraged and reinforced.</p> <p>Funding of the Community Link Workers project will continue to March 2021.</p>
<p>Support initiatives such as Inclusive Edinburgh, the Patient experience and Anticipatory Care Team (PACT) and the Health Inequalities and Learning Disability Group to address health inequalities.</p>	<p>The "Inclusive Edinburgh" initiative is ongoing and several projects have been implemented, for example;</p> <p><b>Inclusive Edinburgh Case Coordinator</b> - working in a relationship-focused way with homeless people who struggle to engage effectively with services. The co-ordinator will act as the 'bridge' into more effective engagement with services.</p> <p><b>Inclusive Homelessness</b> - The IJB has identified the need to generate more effective outcomes by having closer integration of services under one roof and management</p>



Key Activities/Outputs	Progress
	<p>structure and has agreed to the co-location &amp; integration of the statutory social work, housing &amp; NHS services.</p> <p><b>Complex Needs Employability</b> a multi-disciplinary team from Health &amp; Social Care; Criminal Justice Social Work; the Edinburgh Alcohol and Drug Partnership; Economic Development, Capital City Partnership &amp; the council Procurement team have drawn together a contract. Employment is a key factor in reducing offending &amp; in maintaining recovery from alcohol &amp; drug issues. Supported employment can also be a key factor for those labelled with a personality disorder and/or are homeless in promoting stability &amp; keeping the person out of homelessness.</p> <p>PACT has rolled out a programme of training to GP practices on anticipatory care planning and the development of key information summaries, ensuring these contain information based on the person's wishes, including preferred place of care. To date training has been delivered in over 90% of practices in the city and four care homes in North East Edinburgh Locality. The next step is to implement this approach within the other localities in Edinburgh and six further care homes.</p> <p>EPAG, a forum which meets to consider the Edinburgh Learning Disability Plan, continues to be supported and regularly meets to discuss issues which people with a learning difficulty face.</p>
<p>Develop coproduced and fully inclusive innovative solutions to build community capacity, tackle social isolation and promote healthy lifestyles.</p>	<p>Several grant programmes which aim to reduce health inequalities, tackle social isolation, build community resilience and promote healthy lifestyles have been developed through co-production and these include, amongst others, the Health Inequalities Grant Programme, the PSPs Mental Health and Wellbeing Initiative and the Prevention Investment Fund.</p>

Key Activities/Outputs	Progress
	<p>The Programmes focus on the underlying causes of poor health and inequalities. Poor health is not simply due to diet, smoking or other life style choices, but also the result of other factors such as people's aspirations, sense of control and cultural factors. The programmes not only provide services which encourage healthy diet, increased physical activity and maximisation of individual's income for example but also increases social capital and help build community capacity.</p> <p>The IJB is reviewing the existing grant programmes during 2018/19 to provide a greater focus on prevention, early intervention and tackling inequalities.</p>
<p>Build on the development of the LOOPS (Local Opportunities for Older People) initiative to enhance the opportunities for older people to retain socially connected and independent lives within the localities where they live and continue to raise awareness across the public, staff and volunteers of opportunities locally.</p>	<p>The LOOPS (Local Opportunities for Older People) project has continued to develop over the period:</p> <p><b>The phonenumber</b> continues to provide information, support, sign posting and information on things to do in any local neighbourhood.</p> <p><b>The Community navigators now operate in all 4 localities of the city and provide:</b></p> <p><b>An information station</b> which provides a regular presence within the community, in the places older people are likely to be, and which is able to provide on the spot or researched signposting advice to people who may approach.</p> <p><b>LOOPS Networks quarterly meetings</b> are delivered within each of the localities and are an opportunity for colleagues from all sectors to come to come together to learn and network, communicate and share best practice. At each meeting several speakers attend to discuss new projects, relevant local issues and/or current policy changes.</p> <p><b>LOOPS newsletters and Awareness Raising and Community Engagement</b> are also undertaken.</p>

DRAFT

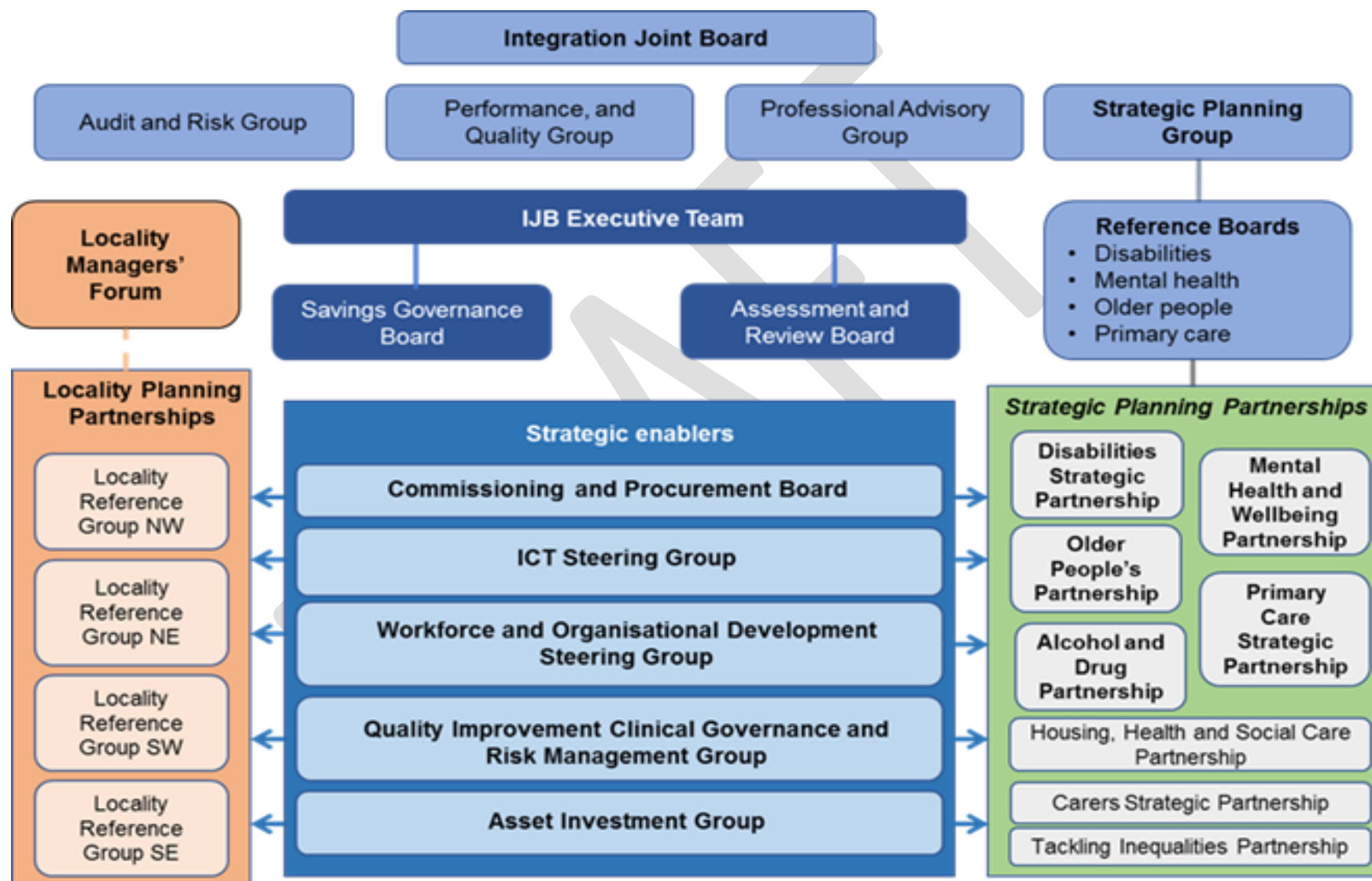
## Appendix 1 - Meeting the specific duties of the Equality Act

Duty	Equality Act reference	Summary of requirements	Frequency	Last published
<b>Mainstreaming progress</b>	Section 3	Publish a report on the progress made to make the equality duty integral to the exercise of functions	At least every 2 years	This report, April 2018
<b>Equality outcomes</b>	Section 4(1)&(2)	Publish a set of equality outcomes having involved protected characteristic groups/ individuals and used available evidence	At least every 4 years	April 2016
<b>Progress against equality outcomes</b>	Section 4(4)&(5)	Publish a report on the progress made to achieve the equality outcomes	At least every 2 years	This report April 2018
<b>Equality Impact Assessments</b>	Section 5	Conduct IIAs for new/revised policies and publish these	Ongoing	Ongoing on website
<b>Gather and use employee information</b>	Section 6	Not required	N/A	N/A
<b>Gender pay gap information</b>	Section 7	Not required	N/A	N/A
<b>Statement on equal pay policy and occupational segregation</b>	Section 8	Not required	N/A	N/A

## Appendix 2 – Edinburgh Integration Joint Board Members

Voting Members (10)	
<u>CEC Elected Members</u>  Councillor Ricky Henderson (Chair) Councillor Derek Howie Councillor Melanie Main Councillor Alasdair Rankin Councillor Susan Webber	<u>NHS Board Members</u>  Carolyn Hirst (Vice-Chair) Michael Ash Martin Hill Alex Joyce Angus McCann
Non-Voting Members (13 plus 2 vacancies)	
Michelle Miller (Interim IJB Chief Officer) Moirra Pringle (Chief Finance Officer) Pat Wynne (Chief nurse) Ian McKay (Medical Director) Alastair Gaw (Interim Chief Social Work Officer) Ella Simpson (Third Sector representative) Sandra Blake (Unpaid Carer) Christine Farquhar (Unpaid Carer)	Kirsten Hay (Staff Representative) Colin Beck (Professional Advisory Group) Carl Bickler (Professional Advisory Group) Andrew Coull (Clinical Director Acute Medicine) Wanda Fairgrieve (Staff Representative)  There are currently 2 vacancies for citizens who use adult health and social care services

## Appendix 3 – EIJB Structure



## Appendix 4 - Guide for Managers to help ensure compliance with the Equality Act 2010

### A Handy guide to help ensure compliance with the Equality Act and help deliver on the Statement of Intent.

The Partnership Statement of Intent Report was approved at the IJB on 17 November 2017. It was noted in the report that an action plan is under development to deliver the commitments made in the Statement.

The table below sets out some of the steps which managers can take to help ensure compliance with the Equality Act 2010 and help deliver on the Statement of Intent.

Statement of Intent Theme	Equality Action
<b>Section 1 – Doing the basics well</b>	
<i>Defining the values, behaviours and standards we expect from our team members</i>	The Strategic Plan sets out its core value to “respect the principles of equality, human rights, independent living and will treat people fairly”. Senior managers should give out clear and consistent messages about the importance of the public sector equality duty and ensure that it is given an appropriate profile and emphasis. Equality and rights should become embedded in day-to-day activities of all staff
<i>Ensure Team Members have a development plan:</i>	<p><b>IIA Facilitator Opportunity</b> All team managers within the IJB should have at least one team member nominated to be a facilitator for IIAs. This is an excellent development opportunity - training and support is provided and the role is interesting and worthwhile. It is a chance for staff to broaden their knowledge base and build skills, experience and confidence.</p> <p><b>Training</b> Training is an important part of team members’ development plans.</p> <p>There are several training courses which staff should ensure that they complete, some of which are mandatory;</p> <ul style="list-style-type: none"> <li>• Raising Awareness of Equality – on-line module (CECiL)</li> <li>• Equality Awareness Training - NHS</li> <li>• IIA Training Module (LearnPro) (developed by East and Mid)</li> </ul>

Statement of Intent Theme	Equality Action
	<ul style="list-style-type: none"> <li>• The IIA Steering Group runs regular training sessions to enable individuals to become IIA facilitators</li> <li>• A series of workshops to discuss IIA, learn from practical examples and share best practice is run by CEC staff</li> <li>• Further training courses aimed at raising awareness and addressing inequalities are provided by the Health Promotion Service <a href="http://www.nhslothianhpstraining.com/Welcome.aspx">http://www.nhslothianhpstraining.com/Welcome.aspx</a></li> </ul>
<i>Clarifying for all team members the respective roles and responsibilities of the IJB.</i>	Senior staff members should be familiar with the obligations under the Equality Act and with the IJB's <a href="#">Mainstreaming Report and Equality Outcomes</a> . Senior staff should share an understanding of this with their staff as appropriate.
<b>Section 2 – Developing a performance framework</b>	
<i>Focusing on performance, or on accountability for that performance</i>	<p><b>Performance</b> The actions set in the <a href="#">Mainstreaming Report and Equality Outcomes</a> are closely linked to the Strategic Plan. All managers should be aware of the report and ensure that they are in a position to provide updates on progress and performance for the actions which they are responsible. A progress report on this is legally required every 2 years (next report must be published April 2018) and the outcomes must be updated every 4 years (next due for updating 2020)</p> <p><b>Integrated Impact Assessments</b> All proposals must undergo an Integrated Impact Assessment which should be signed off by Head of Service and must be published online. It is the responsibility of the manager of the proposal to ensure that an IIA is completed. Guidance is available on-line or contact Sarah Bryson, Strategic Planning, and Commissioning, should you wish to discuss.</p> <p>Sarah now holds the IJB spreadsheet of IIAs and will arrange for the IIAs to be published. Sarah should be advised of all proposed and completed IIAs.</p> <p><b>IIA Action Plans</b> Each completed IIA will have an associated action plan and project managers should ensure that the actions in</p>



Statement of Intent Theme	Equality Action
	<p>this are completed timeously. Updates on these should be provided to Sarah Bryson to allow the IIA spreadsheet to be updated.</p> <p><b>Key Performance Indicators</b> The need for equality and diversity monitoring should be considered and included in key performance indicators as appropriate.</p>
<b>Section 3 – Establishing a financial framework</b>	
<i>Even with the most efficient processes and revised delivery models, it is likely that the current resource availability is insufficient to meet need.</i>	<p><b>Community Benefit Clauses</b> When procuring contracts, consideration should be given to the potential of the community benefit clause to maximise positive impact on equality. Staff members of the procurement team will be able to assist in this.</p>
<b>Section 4 – Ensuring quality</b>	
<i>Successful action against the 17 recommendations in the inspection report will impact positively on all service user groups, and are a priority for the Partnership.</i>	<p>Equality must be considered whilst developing and implementing the recommendations of the Inspection of Older People's Services – Revised Improvement Plan. Equality must become part of any new process implemented under the improvement plan and should be integral to the new quality assurance programme.</p> <p>IAs must be carried out as appropriate.</p>
<b>Section 5 – Developing strategies</b>	
<i>The Partnership will, by Christmas 2017, deliver outline strategies for priority areas, setting out demand and capacity, investment choices, and the risks associated with each.</i>	<p><b>Strategies/IAs</b> All strategies for priority areas must be subject to an IIA to ensure they meet relevant legal duties on equality, human rights, sustainability and the environment and to identify impacts on the wider determinants of ill health, poverty and social inequality. The individual leading the project development is responsible for ensuring IAs are completed, but they may identify a suitable colleague to facilitate the assessment</p>
<b>Section 6 – Clarifying and simplifying governance arrangements</b>	
<i>Clarify the differing roles of the EIJB and the Partnership, including the breadth of their</i>	<p><b>EARN</b> The <a href="#">Equality and Rights Network (EaRN)</a> has been set up to help the statutory bodies in Edinburgh work in partnership with individuals, groups, organisations and</p>

Statement of Intent Theme	Equality Action
<i>activities, and their relationship to parent bodies, to the 3rd and independent sectors and to other IJBs/Partnerships</i>	communities of interest. When developing projects, managers should liaise with EARN to determine how EARN can assist in the engagement process.
<i>Review the internal governance of the Partnership, including the number and type of meetings – with associated behaviours and responsibilities, the terms of reference of work streams, and how decisions are made in the Partnership structure</i>	<p><b>IJB Reporting</b>  The IJB report template has been updated to include sections on Equality and Sustainability. These sections should report on any impacts on equality and sustainability which have been identified through the IIA and outline steps to mitigate any negative impacts. Sufficient information must be provided to allow board members to make informed decisions. Any impacts that cannot be mitigated must be highlighted to members of the board. IIA information can also be relayed to decision makers via emails, one to one briefings or general briefing notes in advance of the board meeting, if appropriate.</p> <p><b>IJB Members' Training</b>  Equality training will be included in the next briefing for IJB members. The briefing will outline their role and responsibility with regards to equality. It will emphasise their legal requirement to fully consider any potential impact on equality before they make a decision.</p>

Please contact Sarah Bryson on 0131 469 3887 or on [sarah.bryson@edinburgh.gov.uk](mailto:sarah.bryson@edinburgh.gov.uk) if you require any advice, information or assistance.