

WRES ACTION PLAN 2017/18

The action plan supports the Trust's 2017 WRES submission

| WRES ACTION PLAN 2017/18 | | |
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| ACTION | RESPONSIBLE | BY |
| <p>Communicate the 2016/17 WRES position:</p> <ul style="list-style-type: none"> Trust Board BME Network WOD Team Brief Divisional Board / team meetings | <p>Director of HR and OD and E&D Lead</p> <p>HRBP's</p> | <p>November 2017</p> |
| <p>Work in Partnership with the BME Network:</p> <ul style="list-style-type: none"> Agree data to be reported Finalise time off agreement Send personal invitations to network Devise Website page to include way of network communicating easier Evidence of Network involvement in employment policy and process | <p>ESR and Workforce Systems Lead</p> <p>Director of HR and OD and Head of HR</p> <p>ESR and Workforce Systems Lead</p> <p>Equality and Diversity Lead, Communications, BME network member</p> <p>Head of HR</p> | <p>November 2017</p> <p>Ongoing from November 2017</p> |
| <p>Develop a report for WOD to closely monitor important recruitment and selection information:</p> <ul style="list-style-type: none"> reasons for leaving in exit interviews via exit interview survey monkey questionnaire Leavers to be broken down by protected characteristic Spot check carried out for reasons why | <p>Recruitment Manager and ESR and Workforce Systems Lead</p> | <p>Ongoing from November 2017</p> |

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| ACTION | RESPONSIBLE | BY |
| <p>BME staff not appointed</p> <ul style="list-style-type: none"> • Spot check carried out with line managers and candidates on quality of feedback given to unsuccessful BME candidates • No of panels where HRBP's HRA's or Equality Lead present • Reduce number of non-disclosure / non stated of ethnicity of new appointments | | |
| <p>Increase the number of BME applicants:</p> <ul style="list-style-type: none"> • Advertise jobs in the community using existing networks and via Job Centre Plus • Attend / liaise with community advisory group (CAG) to talk about employment opportunities at Alder Hey • Work with our partners in Edge Hill, JMU and Chester Universities to understand their strategies for recruiting diversity in the nursing population • Contact hospital involved in refugee mentoring scheme http://www.bbc.co.uk/news/health-40442848 • Use images that are ethnically diverse • Develop a strategy to include the above | <p>Recruitment Manager and E&D lead</p> <p>Recruitment Manager, Volunteer Manager</p> <p>Director of Nursing</p> <p>HR, BME Network Member</p> <p>Communications</p> <p>Equality and Diversity Lead and Head of HR</p> | <p>January 2018</p> <p>1st April 2018</p> |
| <p>Review Equality and Diversity Training for Line Managers:</p> <ul style="list-style-type: none"> • Unconscious Bias • Cultural Competence • Values and Behaviours • WRES awareness | <p>Director of HR and OD, Head of OD, E&D lead</p> | <p>January 2018</p> |

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| ACTION | RESPONSIBLE | BY |
| <ul style="list-style-type: none"> • Equality Analysis | | |
| <p>Monitor non-mandatory training and CPD:</p> <ul style="list-style-type: none"> • Communicate to staff ESR portal / facility • Target staff who have not stated / disclosed their ethnicity • Consider methodology of capturing this information centrally in ESR | <p>ESR and Workforce Systems Lead</p> <p>Head of OD and E&D lead</p> | February 2018 |
| <p>Develop and launch a B&H campaign:</p> <ul style="list-style-type: none"> • Promote a harassment free workplace • Zero tolerance poster for public and staff • Signpost to Alder Centre counselling services • Review the policy • Involve communications • Review incidents for public and staff | <p>HRBP/Head of HR/TU Colleagues/Security/ T&F group</p> <p>HRBP and Communications</p> <p>E&D Lead and Head of HR</p> | March 2018 |