



EQUALITY, DIVERSITY AND INCLUSION POLICY

This policy is to introduce staff to the Trust commitment to promoting Equality, Diversity and Inclusion to all staff and to ensure fair and equitable access to our services by patients, their families and carers

Document Control

Policy Ref No & Title:	Equality, Diversity and Inclusion Policy HR048
Version:	1.0
Replaces/dated:	New Policy
Lead Manager/Director	Kulvinder Hira/Roger Davidson
Author Name	Kulvinder Hira – Head of Equality, Diversity and Inclusion
Staff Consultation	Trust Staff Network Groups representing staff with protected characteristics as outlined in the Equality Act 2010 Equality, Diversity & Inclusion Implementation Group, Staff side, Policy Sub Group, HRBPs
Ratifying committee:	EDI Sub-Board Committee/P&C Committee
Director / Sponsor:	Director of Strategy & Transformation
Primary Readers:	All staff
Additional Readers	Regulators
Date ratified:	19.09.2024
Date issued:	
Date for review:	19.09.2027
Date archived:	

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1. Introduction

- 1.1. The London Ambulance Service is committed to promoting Equality, Diversity and Inclusion (EDI) and a culture that actively values difference and recognises that people from different backgrounds and experiences can bring valuable insights to the workplace and enhance the way we work. This policy has been developed with our values; caring, respect and teamwork in mind, and is intended to be implemented within the spirit of these values.
- 1.2. Equality, diversity and inclusion in the workplace aims to ensure that everyone has equitable access to employment, development, learning and training opportunities. It has been largely driven by legislative developments focusing in outlawing unfair discrimination, bullying, harassment, and victimisation. Managing equality and diversity is regarded as a more positive or proactive approach because it places more of an emphasis on valuing differences between individuals and recognising that the engagement of employees from a range of backgrounds can bring positive benefits for an organisation.
- 1.3. The Trust recognises its responsibilities under the Equality Act 2010 and Human Rights Act 1998 and believes in creating an inclusive culture in the workplace where everyone feels involved and is able to contribute positively to their teams. A workplace where equality, diversity and inclusion is embedded yields a high work satisfaction, healthy employee turnover, high levels of loyalty to the organisation, high levels of adaptability, agility, creativity and innovation.
- 1.4. The policy applies to all who work for (or apply to work for) the Trust, including:
- Applicants
 - Employees
 - Bank workers
 - Contract workers (contractors)
 - Agency workers
 - Trainees and students on work experience
 - Volunteers
 - Apprentices including apprentices attending training on Trust premises

2. Scope

- 2.1. The policy applies to all who conduct work for (or apply to work for) the Trust, including volunteers, visitors and other users of the Trust's services.
- 2.2. The Equality, Diversity and Inclusion Policy is designed to ensure that, all staff and users of the Trust's services are valued as unique individuals and treated with dignity and respect in compliance with The Equality Act 2010. The policy demonstrates the Trust's commitment to eliminating discrimination, encouraging and valuing diversity and inclusion. The 3 general aims of The Equality Act 2010 are:
 - Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Act;
 - Advance equality of opportunity between people who share a characteristic and those who don't;
 - Foster good relations between people who share a characteristic and those who don't.
- 2.3. London Ambulance Service is committed to the delivery of world class care and expertise to both staff and patients, and our values of positively welcoming, actively respectful, visibly reassuring and clearly communicating are fundamental to the delivery of this. This policy has been developed with alignment to our values of Caring, Respect and Teamwork.
- 2.4. The Trust takes a zero tolerance approach to all types of discrimination, bullying, harassment and victimisation on the grounds of (but not limited to) the protected characteristics under the Equality Act 2010 and Gender Recognition Act 2004 (and gender identity/gender expression). This Policy sets out how the Trust aims to comply with the Equality Act 2010 which covers the nine protected characteristics set out below:
 1. **Age** - a protected age group could comprise a group such as the over-fifties, or it could comprise people of a particular age, such as 21-year-olds.
 2. **Disability** - For the purposes of the Equality Act 2010, a person has a disability if they have a physical or mental impairment, and the impairment has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities. This can include any person who identifies as having a neurodiverse condition.
 3. **Gender Reassignment** (including commitment to supporting staff on the grounds of gender identity and gender expression) - a person proposing to

undergo, is undergoing or has undergone a process (or part of a process) for the purpose of reassigning the person's sex by changing physiological or other attributes of sex. Non-binary as defined by [Stonewall](#) is an umbrella term for people whose gender identity doesn't sit comfortably with 'man or 'woman' and are therefore protected from discrimination under this characteristic.

4. **Marriage & Civil Partnership** (only in respect of eliminating unlawful discrimination) - Marriage covers any formal union which is legally recognised in the UK as a marriage. Therefore, marriage between a man and a woman and between a same-sex couples are covered. A civil partnership under the Civil Partnership Act 2004 is between same sex partners and, since 2 December 2019, opposite sex partners in England and Wales.
5. **Pregnancy and Maternity** - it is unlawful for an employer to discriminate by treating a woman unfavourably because of her pregnancy during the protected period (If she has the right to ordinary and additional maternity leave, at the end of the additional maternity leave period or (if earlier) when she returns to work after the pregnancy; or if she does not have that right, at the end of the period of two weeks beginning with the end of the pregnancy.) Unfavourable treatment can be related to:
 - an illness she has suffered as a result of her pregnancy during the protected period
 - being on compulsory maternity leave
 - exercising or seeking to exercise, or has exercised or sought to exercise, the right to ordinary or additional maternity leave
6. **Race** - this includes ethnicity, national origins, colour or nationality
7. **Religion or belief** (this includes religious and non-religious) - "Religion" means any religion, and a reference to religion includes a reference to a lack of religion. "Belief" means any religious or philosophical belief and a reference to belief includes a reference to a lack of belief.
8. **Sex** (Gender) - reference to a man or to a woman
9. **Sexual Orientation** - A person's sexual orientation towards persons of the same sex; persons of the opposite sex; or persons of either sex.

- 2.5. The Trust is fully committed to establishing and maintaining a working environment in which recruitment and promotion is based upon merit. We value the differences that a diverse workforce brings to the organisation and strive to make full use of the talents, skills, experience and different cultural perspectives available in multi-cultural society and where people feel they are respected and valued and can achieve their potential in both employment and service provision.
- 2.6. The Trust expects staff to treat each other and all patients, visitors and service users fairly with dignity and respect in line with our Trust values.
- 2.7. The policy sets out the responsibilities of staff, managers and at a corporate level within the Trust and support available for staff.
- 2.8. The Trust is committed to ensure that there is zero tolerance to discrimination, harassment or bullying and has launched an anti-discrimination statement:

London Ambulance Service NHS Trust is proud to care for people who visit, work and live in our global city. We are proud to celebrate the diversity of our staff and are resolute in our commitment to provide care with compassion, respect and fairness – regardless of a person's background or situation, or how they identify. Discrimination of any form has no place in our organisation and services. We commit to supporting equity, being anti-racist, creating safe environments and tackling discrimination in all that we do.

- The full anti-discrimination statement document can be accessed [here](#).
- This is further supported by our [Anti-Racism Charter](#) and [Sexual Safety Charter](#)

Staff networks are set up to bring together a wide range of employees as self-organised groups to create a working environment that respects the diversity of staff and enables them to derive maximum benefit from their involvement in the Trust through equal opportunities and fair treatment.

- 2.9. The networks provide a sense of belonging and opportunities for peer support, social interaction and personal development, and are invited to contribute to the development of workplace policies and practices.
- 2.10. The Trust's staff networks aim to maintain a comfortable and fully inclusive environment without fear of discrimination to enable employees to raise concerns. As needed the networks may support staff to contact Staff Side, HR or the Freedom to Speak Up Guardians to raise concerns.

Information on staff networks can be found [here](#).

3. Definitions

- 3.1. **Equality** - is ensuring everyone has the appropriate support to achieve the same outcomes. This enables a fairer approach where everyone can participate and has the same opportunity to fulfil their potential.
- 3.2. **Diversity** acknowledges and values the full range of differences between people both in the workplace.
- 3.3. **Inclusion** refers to an individual's experience within the workplace, within each service we deliver and the extent to which they feel valued and included.
- 3.4. **Human Rights** are about our basic needs as human beings. These are the core rights we are all entitled to so that we may develop our potential and live our lives with dignity and respect.
- 3.5. **Direct Discrimination** takes place when one person or group of people are treated less favourably than other people on the grounds of a protected characteristic. This includes discrimination on the grounds of perceived characteristics, whether or not that perception is correct. It can also be directed against someone because they associate with or defend someone covered by a protected characteristic.
- 3.6. **Indirect Discrimination** means applying a practice, provision, condition or requirement of employment which applies to everyone, but whether intentionally or not, adversely affects, or favours, people who share one or more of the protected characteristics.
- 3.7. **Harassment** is a repeated behaviour defined under the Equality Act as 'unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual'.

There are three types of harassment which are unlawful under the Equality Act:

- 1. Harassment related to a relevant protected characteristic.
- 2. Sexual harassment.
- 3. Less favourable treatment of a student because they submit to or reject sexual harassment or harassment related to sex.

- 3.8. **Harassment related to protected characteristics (includes harassment by association and perception):** unwanted conduct related to a protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual.

The following can be unwanted conduct: spoken words, banter, written words, posts or contact on social media, imagery, graffiti, physical gestures, facial expressions, mimicry, jokes or pranks, acts affecting a person's surroundings, aggression, physical behaviour towards a person or their property.

- 3.9. **Sexual Harassment:** unwanted conduct of a sexual nature, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual.

Sexual Harassment – Please refer to the [sexual safety charter](#)

- 3.10. **Victimisation** occurs when a person is treated less favourably for asserting their right to make a complaint under the Equality Act, have been suspected of making a complaint or have supported a complaint made by another person.

- 3.11. **Disability discrimination:** As well as direct and indirect discrimination, victimisation and harassment this also includes discrimination arising from a disability and failure to make reasonable adjustments to alleviate disadvantages caused by a disability. Discrimination arising from disability can include any of the following:

- An employer treats the disabled person unfavourably
- This treatment is because of something arising in consequence of the disabled person's disability
- The employer cannot show that this treatment is a proportionate means of achieving a legitimate aim
- A disability has not been declared does not mean the individual is not entitled to support, unless the employer does not know, and could not reasonably be expected to know, that the person has the disability.

- 3.12. **Reasonable Adjustments – Please refer to the [reasonable adjustments policy](#)**

The reasonable adjustments policy is in place:

1. To promote equality and inclusion for staff with disabilities, impairments or long-term health conditions who:
 - apply to the Trust for employment
 - join the Trust as employees, temporary workers or volunteers, and

- for staff who acquire a disability or long-term condition during their employment with the Trust
 - 2. To ensure sufficient guidance is in place to support line managers in ensuring reasonable adjustments are applied and met as far as is reasonably practical
 - 3. To make certain that there is fair and equal access to employment for people who have a disability or long-term condition
- 3.13. **Disability Confident** is a Government scheme to work with employers to challenge attitudes towards disability, increase understanding of disability, remove barriers to disabled people and those with long term health conditions in employment, and ensure that disabled people have the opportunities to fulfil their potential and realise their aspirations.
- 3.14. **Homophobia** as defined by [Stonewall](#) is the fear or dislike of someone, based on prejudice or negative attitudes, beliefs or views about lesbian or gay people. Homophobic bullying may be targeted at people who are perceived to be, lesbian or gay. Hatred or fear of lesbians or gay people sometimes leading to acts of violence and expressions of hostility towards them. There is a zero tolerance approach to any form of homophobia in the Trust.
- 3.15. **Transphobia** as defined by [Stonewall](#) is the fear or dislike of someone, based on prejudice or negative attitudes, beliefs or views about trans and non-binary people. This may involve a denial and/or refusal to accept the gender identity and gender expression of trans and non-binary people. It can also manifest in refusing to respect and/or use their name/s and/or pronoun/s. Hatred or fear of trans and non-binary people can sometimes lead to expression of hostility towards them and to acts of violence. There is a zero tolerance approach to any form of transphobia in the Trust.
- 3.16. **Biphobia** as defined by [Stonewall](#) is the fear or dislike of someone who identifies as bisexual based on prejudice or negative attitudes, beliefs or views about bi people. Biphobic bullying may be targeted at people who are, or who are perceived to be bisexual. An aversion towards people who are bisexual as a social group or as an individual, sometimes leading to acts of violence and expressions of hostility towards them. There is a zero tolerance approach to any form of biphobia in the Trust.

4. Duties

- 4.1. **Responsibility of the Executive team** - The Chief Executive has overall responsibility and accountability for the management of this policy and is responsible for ensuring the service provision and functions of the Trust is

provided with sufficient resources to ensure The Equality Act 2010 is adhered to and implemented effectively, in relation to the public sector equality duty, and that management complies with requirements of the policy.

- 4.2. **The Trust is liable** (together with its managers and staff) for any act of unlawful direct or indirect discrimination by its staff committed during the course of their employment unless it can prove that it did all that was reasonably practicable to prevent that act. An Employment Tribunal hearing such a complaint will infer that such discrimination has taken place unless the Trust can prove otherwise.
- 4.3. **Responsibility of Accountable Directors:** The Directors and managers in each directorate are responsible for the elimination and reduction of discriminatory practices/behaviours in the workplace. The divisions are responsible to regularly monitor the outcomes of their workforce processes, systems and practices to ensure that they are equitable and fair.
- 4.4. **Responsibility of Workforce** (EDI team) - to support and advise managers and employees with raising concerns and on the application of policy, legislation and best practices in the workplace.
- 4.5. **Responsibility of Line Managers** – when a concern is raised, a line or department managers are expected to:
- Consistently uphold the trust's values and role model exemplary behaviours
 - Create an environment and culture where everyone is treated with dignity and respect
 - Be responsible for the application of the Trust's policies in a fair and equitable manner.
 - Seek guidance from Occupational Health and Wellbeing, People and Culture and EDI team as required
- 4.6. **Responsibility of job applicants, employees, bank workers, contract workers (contractors), agency workers, trainees and students on work experience, volunteer workers and apprentices–**
- Consistently uphold the trust's values;
 - Show common courtesy, dignity and respect to all stakeholders
 - Inform their manager if they experience or are aware of any behaviour that undermines equality, diversity or inclusion.
 - Complete their annual mandatory equality and diversity training. (only applies to directly employed staff, not contractors)

- 4.7. **Responsibilities of the Trade Union representatives** - The trade unions will support the development and implementation of equality, diversity and inclusion practices within the trust. The trade unions will offer support to members who raise concerns under this policy. Their role is to support and be a contact for them to discuss their concerns and provide advice to the employee on the appropriate process to follow.
- 4.8. **Responsibility of Procurement department** - Through the contracting process, the Trust has a responsibility to ensure that external contractors demonstrate compliance with the values expressed in this policy.
- 4.9. **Responsibility of Occupational Health** -The Occupational Health team to support managers and staff in implementing the requirements of the Equality Act 2010 with regards to disability, through good practice in pre – employment screening, reasonable adjustments and occupational health management referrals.
- 4.10. **Responsibility of the Recruitment managers** - The Recruitment managers aim to implement the recruitment and selection policy fairly and ensure that all applicants for jobs will receive fair treatment and will be considered solely on their potential ability to do the job. All instances where candidates with a disability could be disadvantaged for a job, solely because of the lack of reasonable facilities, must be reported to the relevant Divisional Director so that consideration can be given to whether it would be reasonable to make the necessary adjustment to the workplace if the candidate is appointed.

5. Raising a concern

- 5.1. Concerns raised within the Trust should initially aim to be resolved informally through a conversation with the person involved before speaking to a line manager or other manager.
- 5.2. The 'Our LAS' programme supports those involved in the raising of concerns through the [Respectful Resolution toolkit and guidance](#). This consist of creating a safe culture, reflection, direct feedback including the BUILD model, early resolution and escalation to formal processes.
- 5.3. Within the Trust there are two formal routes for raising and handling behaviours that are not appropriate in the workplace:
1. The Resolution Framework ([The Resolution Framework TP151](#)) applies to all employees. The Resolution hub is a process to raise concerns and used to resolve all types of issues including conflicting concerns, problems, disagreements, disputes, complaints, allegations

of misconduct, and allegations of bullying and harassment. It can also be used to resolve collective disputes.

2. Freedom to Speak Up ([Freedom to Speak Up TP003](#)) – is a mechanism aimed to create a culture where staff feel safe, supported and encouraged to raise concerns about patient safety, misconduct or any issue that could impact the quality of care or working environment. Examples might include bullying and harassment, issues with discrimination or culture or any other incidences where staff feel unable to speak to a manager.

6. Recruitment and Selection

- 6.1. Recruitment and selection will be undertaken in accordance with our Recruitment and Selection Policy ([Recruitment and Selection Policy HR005](#))
- 6.2. Individuals will be selected on the basis of their relevant merits and ability to perform the job following an open and transparent selection process.
- 6.3. Person specifications will only include relevant criteria that are required to perform the duties and responsibilities of the post. Where there is a genuine occupational requirement, which is justified, in accordance with provisions of the Equality Act 2010 (e.g. relating to age, sex or race) specific reference will be made to this.
- 6.4. Where employees have needs (e.g. cultural, religious, disability, or gender-based) which may require adjustments to existing workplace practice, consideration will be given to whether or not it is reasonably practicable to vary or adapt work requirements and/or practice to enable such needs to be met. Examples of reasonable adjustments within the recruitment can be found within the Reasonable Adjustments Policy ([Reasonable Adjustments Policy HR046](#))
- 6.5. Candidates will be assessed only against clearly identified requirements for the job to avoid judgments on the basis of assumptions, prejudice or stereotypes as per the shortlisting process.

7. Monitoring, compliance and effectiveness

- 7.1. The Trust Board will annually receive an Annual Equality Report to demonstrate compliance against the Public Sector Equality Duty in line with The Equality Act 2010.

- 7.2. Adoption of NHS England national Equality Delivery System (EDS2), implementation of Workforce Race Equality Standards (WRES) and Workforce Disability Equality Standards (WDES).
- 7.3. Equality Analysis - the trust will analyse the effect of any policy, practice, function, business case, project or service change.
- 7.4. All employees, apprentices and bank workers are expected to complete Mandatory and Statutory Equality and Diversity training every three years. The staff up-take of the training is regularly monitored through compliance reports.
- 7.5. All recruiting managers, chair of recruiting panels and all those sitting on an interview panel are expected to have attended the Trust's Recruitment and Selection training prior to sitting on panels.
- 7.6. The Trust's Equality Diversity and Inclusion Committee will receive reports and assurance on progress of the Equality, Diversity and Inclusion Programme.
- 7.7. The Trust Board will receive a six monthly update on the Workforce Race Equality Standards (WRES) and Workforce Disability Equality Standard (WDES).
- 7.8. Equality Impact Assessments
 - 1. The Trust requires all strategies, policies and procedures to be assessed for the impact they may have; specifically due regard for the nine protected characteristics.
 - 2. The procedure for Equality Impact Assessment (LA035) is available on the Trust intranet ([the Pulse](#)).

8. Procurement

- 8.1. To be compliant with the PSED, we are obliged to ensure that the goods and services we procure are fit for purpose and meet the needs of our patients and staff and align with the values of our Trust. Decisions about procurement and procurement processes include consideration of equality issues such as modern slavery, living wage etc.

9. Communications

- 9.1. The Trust will ensure that the use of media to communicate messages will be accessible, giving due regard to the diversity of the audience. This will include, but is not limited to, multiple language materials, “easy read” options and format.
- 9.2. The Trust is required to take reasonable steps to overcome barriers to communication that may impede people in accessing our services and/or entering into our employment.
- 9.3. The Trust will endeavour to portray positive and diverse images of their staff and our communities in all internal and external communications, publicity/campaigns, publications, and recruitment initiatives across all social media, online and physical spaces.

10. Review

The policy will be reviewed in response to new evidence, legislation or guidance, or in 2027, whichever is sooner.

11. References

The following references apply to this policy:

- The Equality Act 2010
- Human Rights Act (1998)
- The Gender Recognition Act (GRA 2004)
- Equality Delivery System (EDS2)
- Workforce Race Equality Standards (WRES)
- Workforce Disability Equality Standards (WDES)
- Modern Slavery Act 2015

Appendices

Appendix 1: Equality Impact Assessment

Equality Impact Assessment Template

Title of policy/programme/project	Equality, diversity and inclusion policy		
Author	Saba Hussain	Role or Title	EDI Business Partners
Directorate	Strategy & Transformation	Service Area	EDI
Senior Responsible Officer	Kulvinder Hira	Date	01/8/2024
Main purpose and aims of the document and how it fits in with the wider strategic aims and objectives of the Trust			
This equality impact assessment is to assess the EDI policy for London Ambulance Service. The LAS strategy 2023/28 sets out the ambition that LAS will build an increasingly inclusive organisation, including through improving performance on equality standards and doubling the percentage of staff from an ethnic minority background. It said: <i>“We aim to build a diverse organisation that values and celebrates difference, promotes equality and prioritises the wellbeing of our people. We will build a workforce that knows and reflects the people we serve. We will build an organisation where everyone can feel they belong, their voice is valued and there are opportunities for a career. Discrimination, bullying harassment and racism have no place in our organisation and we will take a zero-tolerance approach to tackling this behaviour.”</i> The Trust has published three strategic equality objectives for 2023-28 and made five business plan commitments for the financial year 2024-2025. This policy sets the foundations for this work to drive a fair and inclusive organisation that delivers excellent services to the people it serves.			

London Ambulance Service is committed to the delivery of world class care and expertise to both staff and patients, and our values of positively welcoming, actively respectful, visibly reassuring and clearly communicating are fundamental to the delivery of this. This policy has been developed with alignment to our values of Caring, Respect and Teamwork.

The Trust takes a zero tolerance approach to all types of discrimination, bullying, harassment and victimisation on the grounds of (but not limited to) the protected characteristics under the Equality Act 2010 and Gender Recognition Act 2004 (and gender identity/gender expression). This Policy sets out how the Trust aims to comply with the Equality Act 2010 which covers the nine protected characteristics

Who will benefit from the policy/programme/project?

Benefits will be across the whole organisation, it will also ensure wider stakeholders and recipients of services of LAS also benefit due to fairer process, improved education, understanding and awareness of what makes things fair and how to work in an inclusive way.

What previous or planned consultation or research on this proposal has taken place with groups from different sections of the community?

	Please provide list of groups consulted.	Summary of consultation / research carried out or planned. If already carried out, what does it tell you about the impact (positive/negative)?
Group(s), Community, service user, stakeholders or carers	EDI Implementation Group, including representation from across LAS and	There is no negative impact for any group – the policy is designed to drive fairness.

	including sectors, ambulance operations, staff side, staff networks, HR Business Partners amongst others	
Staff Group (s)	As above	Throughout consultation period
What up-to-date information or data is available about the different groups the policy/proposal/programme/project may have a negative impact on?		
There is no anticipated impact for any group – the policy is designed to drive fairness and improve processes and experiences for all working at the Trust and those affiliated to the Trust.		
Are there any gaps in your previous or planned consultations, research or information? If so, are there any other experts, groups that could be contacted to get further views or evidence?		
Yes		No X
If yes please list below		
Impacts on Protected Characteristics – Helpful Questions:		
Does this proposal promote equality of opportunity? Eliminate discrimination? Eliminate harassment? Eliminate victimisation?	Promote good community relations? Promote positive attitudes towards disabled people? Consider more favourable treatment of disabled people? Promote involvement and consultation?	

		Protect and promote human rights?	
Please complete all sections below:			
Protected Characteristic	Impact ➤ Negative ➤ Positive	Details or Evidence of Impact (positive or negative) on protected characteristics	Mitigation (Identify anything you need to do to mitigate any negative impact or replicate any positive impact)
Age	Positive	The Equality, Diversity and Inclusion Policy is designed to ensure that, all staff regardless of their age, and users of the Trust's services are valued as unique individuals and treated with dignity and respect in compliance with The Equality Act 2010. The policy demonstrates the Trust's commitment to eliminating discrimination, encouraging and valuing diversity and inclusion	N/A
Including children and people over 65 Is it easy for someone of any age to find out about your service or access your proposal? Are you able to justify the legal or lawful reasons when your service excludes certain age groups?			
Disability	Positive	The Equality, Diversity and Inclusion Policy is designed to ensure that, all staff regardless of their disability, and users of the Trust's services are valued as unique individuals and treated with dignity and respect in compliance with The Equality Act 2010. The policy demonstrates the Trust's commitment to eliminating discrimination, encouraging and valuing diversity and inclusion	N/A
Including those with physical or sensory impairments, those with learning disabilities and those with mental health issues Do you currently monitor who has a disability so that you know how well your service is being used by patients/staff with a disability?			

Are you making reasonable adjustment to meet the needs of the staff, service users, carers and families?			
Gender / Sex	Positive	The Equality, Diversity and Inclusion Policy is designed to ensure that, all staff regardless of their gender/sex, and users of the Trust's services are valued as unique individuals and treated with dignity and respect in compliance with The Equality Act 2010. The policy demonstrates the Trust's commitment to eliminating discrimination, encouraging and valuing diversity and inclusion	N/A
This can include male and female Do you have flexible working arrangements for either sex? Is it easier for either men or women to access your proposal?			
Marriage or Civil Partnerships	Positive	The Equality, Diversity and Inclusion Policy is designed to ensure that, all staff regardless of their marital status or civil partnership, and users of the Trust's services are valued as unique individuals and treated with dignity and respect in compliance with The Equality Act 2010. The policy demonstrates the Trust's commitment to eliminating discrimination, encouraging and valuing diversity and inclusion	N/A
People who are in a Civil Partnerships must be treated equally to married couples on a wide range of legal matters Are the documents and information provided for your service reflecting the appropriate terminology for marriage and civil partnerships?			
Pregnancy or Maternity	Positive	The Equality, Diversity and Inclusion Policy is designed to ensure that, all staff regardless of their pregnancy or maternity status, and users of the Trust's services are valued as unique individuals and treated with dignity and respect in compliance with The Equality Act 2010. The policy demonstrates the Trust's commitment to eliminating discrimination, encouraging and valuing diversity and inclusion	N/A
This includes women having a baby and women just after they have had a baby Does your service accommodate the needs of expectant and post-natal mothers both as staff and service users? Can your service treat staff and patients with dignity and respect relation in to pregnancy and maternity?			
Race or Ethnicity	Positive	The Equality, Diversity and Inclusion Policy is designed to ensure that, all staff regardless of their race or ethnicity, and users of the Trust's services are valued as unique individuals and treated with dignity and respect in compliance with The Equality Act 2010.	N/A

		The policy demonstrates the Trust's commitment to eliminating discrimination, encouraging and valuing diversity and inclusion	
Including Gypsy or Roma people, Irish people, those of mixed heritage, asylum seekers and refugees What training does staff have to respond to the cultural needs of different ethnic groups? What arrangements are in place to communicate with people who do not have English as a first language?			
Religion or Belief	Positive	The Equality, Diversity and Inclusion Policy is designed to ensure that, all staff regardless of their religion or belief, and users of the Trust's services are valued as unique individuals and treated with dignity and respect in compliance with The Equality Act 2010. The policy demonstrates the Trust's commitment to eliminating discrimination, encouraging and valuing diversity and inclusion	N/A
Including humanists and non-believers Is there easy access to a prayer or quiet room to your service delivery area? When organising events – Do you take necessary steps to make sure that spiritual requirements are met?			
Sexual Orientation	Positive	The Equality, Diversity and Inclusion Policy is designed to ensure that, all staff regardless of their sexual orientation, and users of the Trust's services are valued as unique individuals and treated with dignity and respect in compliance with The Equality Act 2010. The policy demonstrates the Trust's commitment to eliminating discrimination, encouraging and valuing diversity and inclusion	N/A
Including gay men, lesbians and bisexual people Does your service use visual images that could be people from any background or are the images mainly heterosexual couples? Does staff in your workplace feel comfortable about being 'out' or would office culture make them feel this might not be a good idea?			
Transgender or Gender Reassignment	Positive	The Equality, Diversity and Inclusion Policy is designed to ensure that, all staff regardless of whether they are transgender or have undergone gender reassignment, and users of the Trust's services are valued as unique individuals and treated with dignity and respect in compliance with The Equality Act 2010. The policy demonstrates the Trust's commitment to eliminating discrimination, encouraging and valuing diversity and inclusion	N/A
This will include people who are in the process of or in a care pathway changing from one gender to another Have you considered the possible needs of transgender staff and service users in the development of your proposal or service?			

Inclusion Groups	Positive	The Equality, Diversity and Inclusion Policy is designed to ensure that, all staff regardless of their specific inclusion group, and users of the Trust's services are valued as unique individuals and treated with dignity and respect in compliance with The Equality Act 2010. The policy demonstrates the Trust's commitment to eliminating discrimination, encouraging and valuing diversity and inclusion	N/A
This include groups such as Asylum seekers or refugees, Carers etc. Affecting someone's right to Life, Dignity and Respect? Caring for other people or protecting them from danger? The detention of an individual inadvertently or placing someone in a humiliating situation or position?			
Please save and keep one copy and then send a copy of the document to the Head of Equality, Diversity & Inclusion at londamb.edimailbox@nhs.net • The Director responsible for any programme of work (policy or project) to ensure the EIA is completed APPROPRIATELY. • ExCo WHEN SIGNING OFF PROJECTS WILL REQUIRE ASSURANCE THAT the EIA (Equality Impact Assessment) is COMPLETED APPROPRIATELY INCLUDING APPROVAL FROM THE EDI TEAM. • The results will then be published on the Trust's website. Please ensure that any resulting actions are incorporated into Directorate or Service planning and monitored on a regular basis.			

Action Plan Template

If gaps have been identified in data, consultation and evidence to make an informed assessment please could you identify the actions you intend to take (or have taken) to address the findings arising from the Equality Impact Assessment?
(Note: Actions should include SMART actions highlighting reasonable adjustments you will take within the scope of your research, consultation, review or proposal. Based on indications of negative impact identified in the form, examples may include • What you might do to mitigate the risk of people from ethnic minority communities, people with disabilities or people of religion being unable to participate in your research or consultation

- Extending the research and consultation scope to better understand the experiences of people from one or more of the Protected Characteristic groups
- Consulting with people from a particular Protected Characteristic group in more detail
- Minimise or remove any negative impact identified even if this is of low significance
- Putting monitoring procedures in place focusing on one group in particular
- Promoting equal opportunity and advancing equality by sharing good practice to have a positive impact on people as a result of their protected characteristic.

Please sign and date your action plan:

Action	By When	Person Responsible	Monitored through (by and when)	Impact

Date submitted to EDI Team for sign off	01/08/2024
Signed by EDI Team	31/08/2024

Appendix 2: Related Policies

Related Policies		
Policy Number	Policy Name	Policy Link
TP159	Annual Leave	Link
TP102	Domestic Abuse Policy	Link
HR033	Employment Break Policy	Link
LA035	Equality Impact Assessment Procedure	Link
HR204	Flexible Working Policy	Link
TP003	Freedom to Speak Up	Link
TP004	Patient Complaints & Feedback	Link
HR031	Performance Capability Policy & Procedure	Link
TP108	Prevent Policy & Procedure	Link
HR005	Recruitment & Selection Policy	Link
TP151	Resolution Framework	Link
HR007	Transgender Policy	Link
HR046	Reasonable Adjustments Policy	Link
HR022	Supporting Attendance Policy	Link

Appendix 3: Related Acts, National Guidance & National Monitoring

Related Acts and National Monitoring		
Act/ Guidance/ Monitoring	Name	Link
Act	Equality Act 2010	Link
Guidance	Accessibility Requirements for Public Bodies	Link
Guidance	Equality Act 2010	Link
Guidance	Public Sector Equality Duty (PSED)	Link
Monitoring	Equality Delivery System 2 (EDS2)	Link
Monitoring	Gender Pay Gap	Link
Monitoring	Workforce Race Equality Standard (WRES)	Link
Monitoring	Workplace Disability Equality Standard (WDES)	Link

Equality and Health Inequalities Committee

Draft Terms of Reference

1. Purpose

- 1.1 To provide assurance to the Board that the Trust is fulfilling all legislative and regulatory requirements relating to the Equality, Diversity, Inclusion (EDI), reducing Health Inequalities; including the Public Sector Equality Duty, the publication of equalities information, compliance with mandatory reporting, CQC regulatory framework and national EDI standards.
- 1.2 To ensure the Trust develops, implements and monitors the Trust's EDI objectives in accordance with legislative and regulatory requirements and national standards and monitor local action plans and key performance indicators (KPIs) with a focus on areas where progress is limited for under-represented or disadvantaged staff, patients, and service users.
- 1.3 To ensure the Trust develops, implements and monitors the Trust's strategy and aspirations to reduce health inequalities as outlined in the Trust's five year strategy.
- 1.4 To ensure patients impacted by health inequality get the care they need which includes but is not limited to the following: learning disabilities, neurodiversity, sickle cell disease, mental health patients, and vulnerable people including children.
- 1.5 To create a safe space to openly discuss the challenges and opportunities facing the Trust in relation to EDI and health inequalities.
- 1.6 To provide strategic direction and influence the relevant Trust decision-making bodies and officers, on the integration of EDI and health inequalities objectives, policies and commitment into the Trust's overall strategies and enabling strategies and plans.
- 1.7 To ensure the Trust has assurance that all policies, processes, services and transformation programmes approved have undertaken an Equality Impact Assessment.

2. Constitution

- 2.1 The Committee is a standing committee of the Trust's Board of Directors. These terms of reference are subject to amendment at future meetings of the Trust Board.

3. Authority

- 3.1 The Committee is authorised by the Trust Board to act within its terms of reference (ToR). All members of staff will cooperate with any request made by the Committee.
- 3.2 The Committee is authorised to obtain whatever internal information required to fulfil its functions.

4. Accountability

- 4.1 The Committee is authorised by the Trust Board to instruct professional advisors and request the attendance of individuals and authorities from outside the Trust with relevant experience and expertise, if it considers this necessary or beneficial.
- 4.2 The Committee chair will report directly to the Trust Board.

5. Membership

- 5.1 The Committee shall have a core membership:

Full Members			
Chair			
Chief Executive Officer			
Non-Executive Directors (x2)			
Chief Medical Officer			
Chief Paramedic & Quality Officer			
Director of People & Culture			
Chief Strategy and Transformation Officer			
Medical Director for Integrated & Urgent Care			
IN ATTENDANCE AS APPROPRIATE (PART A & PART B)			
Deputy Director of Strategy and Transformation			
Consultant Paramedic - health inequalities			
Head of Equality, Diversity and Inclusion			
Freedom to Speak Up Guardian			
Head of Workforce Analytics			
Staff Side representative			
Programme Manager - health inequalities			
Senior Data Scientist			
EDI Business Partners (x2)			
PA to Director of Corporate Affairs			
PART A		PART B	
Staff network chairs*	One representative from each of the following networks: • BME	Patient voice - new	

	• EnAble • Women's • LGBT • Armed Forces • Faith	Patient & Public Council Chair (to be selected by Q3)	New Patient & Public Council
<i>*Pending proposal on how the staff voices are represented at this and other forums and woven into governance across LAS.</i>			

5.2 One Non-Executive Director member will be the Chair of the Committee, and, in their absence, another Non-Executive Director member will be nominated by other Non-Executive Directors to deputise for the Chair.

6. Attendance

6.1 The full members are required to attend the meetings and/or send a representative in their absence.

6.2 Others will be invited to attend to discuss matters as directed by the Committee.

7. Quorum

7.1 The meeting will be quorate provided that the following are in attendance, with Non-Executive Directors being in the majority;

7.1.1 The Chair or nominated Chair of the Committee; and

7.1.2 At least one of the two Executive Committee members, one of whom must be the Chief Medical Officer or Chief Strategy and Transformation Officer.

7.1.3 At least two non-executive directors must be present including the Chair.

8. Meeting administration

8.1 A member of the Corporate Governance Team will act as the secretary to the Committee, ensuring the agreement of the agenda with the Chair of the Committee and attendees, collation of papers, taking minutes and keeping a formal record of matters arising and issues carried forward.

8.2 The draft minutes and action points will be available to the Committee within five working days of the meeting.

9. Notice of meetings

9.1 Meetings of the Committee shall be called by the secretary of the Committee at the request of the Committee chair.

- 9.2 Unless otherwise agreed, notice of each meeting confirming the venue, time and date together with an agenda of items to be discussed, shall be circulated to each member of the Committee, any other person required to attend and all other Non-Executive Directors, no later than seven calendar days before the date of the meeting. Supporting papers shall be sent to Committee members and to other attendees as appropriate, at the same time.
- 9.3 Late and additional papers will be tabled at the discretion of the chair of the Committee.

10. Frequency of meetings

- 10.1 Meetings will be held bi-monthly with additional meetings held on an exceptional basis at the request of the Chair or any three members of the Committee. The regularity of meetings will be reviewed annually. A calendar of dates will be published with the agenda setting out the dates of the meetings for the remainder of the financial year.

11. Duties

The Committee will:

- 11.1 Part A will monitor the implementation of the Equality, Diversity & Inclusion Strategy (EDI) action plan and Equality objectives.
- 11.2 Regularly report and make recommendations to the Board on workforce equality.
- 11.3 Review data dashboards and national reports and make recommendations to the Trust on areas of focus, including the performance against the following national reporting:
- The Workforce Race Equality Standard (WRES)
 - The Workforce Disability Equality Standard (WDES)
 - Gender pay gap
 - Ethnicity pay gap
 - Disability pay gap
 - Equality Delivery System (EDS)
- 11.4 Receive and monitor the development and publication of the annual equality report.
- 11.5 Scrutinise the assessment of risks identified on the Trust Risk Register which relate to EDI matters within the Committee's remit and ensure there is

sufficient assurance that these risks are managed by the Trust including actions to eliminate gaps in controls.

- 11.6 To openly and honestly discuss challenges and opportunities within the Trust relating to EDI.
- 11.7 Part B will monitor the implementation of the health inequalities action plan and objectives.
- 11.8 Regularly report and make recommendations to the Board on reducing health inequalities for patients of LAS.
- 11.9 Strengthen the voice of patients through the Public & Patients Council, and patient activities to inform health inequality work, quality improvement, and help people navigate our services.
- 11.10 Ensure the collaboration with the five integrated care systems of London to create a more equitable landscape, focusing on reducing health inequalities.
- 11.11 Scrutinise the assessment of risks identified on the Trust Risk Register which relate to health inequality matters within the Committee's remit and ensure there is sufficient assurance that these risks are managed by the Trust including actions to eliminate gaps in controls.
- 11.12 To openly and honestly discuss challenges and opportunities within the Trust relating to reducing health inequalities for LAS patients.

12. Review and reporting responsibilities

- 12.1 The minutes of all meetings of the Committee shall be formally recorded and submitted to the Trust Board.
- 12.2 The Committee will report to the Trust Board after each meeting via an assurance report, which will provide an overview of the discussions at the meeting, details of any matters in respect of which actions or improvements are needed and decisions taken.
- 12.3 The Committee will receive the Responsible Officer Report each year.
- 12.4 The Committee will report annually to the Trust Board in respect of the fulfilment of its functions in connection with these terms of reference. This will include an evaluation of its performance according to a standardised framework and process.
- 12.5 All terms of reference will be reviewed annually with any changes submitted to the Trust Board for approval.