

LAWRENCE HOUSE SUPPORTED ACCOMMODATION

Equality and Diversity Action Plan

The aim of our plan is to ensure that there is equal access to our services for all users, that all users' individual needs are met, and that as an employer, we ensure fair and open employment practices, and manage the Group without discrimination in respect of any of the protected characteristics.

Aim	Action	Person responsible	Outcomes	Targets/ date
Promote the importance of E&D issues to all staff and users	1. Nominate a trustee as diversity champion	Chair	Clear governance lead for E&D issues	March 2014
	2. Re-issue policy to all staff and users when reviewed	Manager	All staff and users are aware of HHG's expectations	June 2014
Ensure we have up to date and relevant policies and procedures to support our equality aims	1. Review Equality and Diversity Policy and procedures	Trustee board/manager	Up to date framework for operation of the project is in place	May 2014 Trustee Board
	2. Carry out Equality Impact Assessments of budget 2014/15	Treasurer / Manager	Effect of impacts on users and staff of resource changes inform budget decisions.	March 2014
	3. Impact on equality is considered in review of any policy / procedure	Trustee board (policies), Manager (procedures)	Potential impacts are identified before implementation, and can be better managed	As policies and procedures are reviewed

Train staff in good practice for equality and diversity	1. Review how E&D is included in induction for new staff	Manager	Expectations of HHG are clear to all new staff	June 2014
	2. Provide equalities update training for all staff at least once a year	Manager/ Trustee champion	All existing staff are reminded of HHG expectation, and good practice is shared	December 2014
Monitor and review impact	1. Continue quarterly reporting to Trustees of move-ins, residency, and move-on of all users analysed by protected characteristics.	Manager	Board is aware of any potential imbalances in provision that may need to be addressed	June and subsequent quarters, 2014
	2. Report to Trustees annually on recruitment, staffing and leavers, employment processes, analyzed by protected characteristics	Manager	Board is aware of how its role as employer is meeting HHG equality objectives, and the need for further or different action can be identified in a timely way	May 2014 and annually
Assess impact on service users	1. Seek views of residents on how equalities policies are being implemented, as part of PDPs and house meetings	Manager / project staff	Management is aware of how the way we run Lawrence House and its services are perceived	Continuing
	2. Report outcome of resident engagement to Trustee board	Manager	Trustees are aware of how the way we run Lawrence House and its services are perceived	Monthly managers' reports