**DRAFT**

**South West Yorkshire Partnership NHS FT**

**Workforce Support Hub**

**Health and Wellbeing Support Centre**

**Covid19: Black Asian and Minority Ethnic Staff Health and Wellbeing Trust Wide Task Force**

1. **Introduction and purpose** 
   1. The Trust aim in responding to the COVID19 pandemic is to ensure that staff and their families are kept safe, well and resilient to enable the delivery of essential NHS services. COVID-19 does not discriminate, but it does appear to impact differently on parts of the population and there is evidence emerging that people from Black, Asian and Minority Ethnic (BAME) communities are being disproportionately affected. It is important that a systematic approach is taken to ensure that our BAME staff, service users and wider communities feel supported and help us develop approaches to ensure that we can together address any issues that may impact them directly.
   2. This Task Force has been established to ensure that as part of the Trust’s health and wellbeing offer, based on emerging evidence on the impact of COVID-19, that any specific BAME staff health and wellbeing needs are met and offered.
   3. The purpose of the group will be;

* To ensure there is a coordinated Trust response to the emerging evidence that COVID19 is having an adverse impact on BAME staff.
* To understand the current impact of COVID-19 on the Trust’s BAME staff.
* To provide reassurance to BAME staff that their health and wellbeing is a priority given emerging evidence.
* To ensure that based on current known health issues of BAME communities that the Trust’s health and wellbeing support these needs.
* To ensure that based on evidence that arrangements that have been identified for the safety of BAME staff are implemented and continual reviewed.
* To develop a Trust wide systematic evidence and values based response to this emerging evidence by ensuring we are proactive in identifying any issues
* To gather timely intelligence which will identify any emerging issues, impacts and inform an action plan
* To mobilise an action plan at pace to ensure as a trust we are proactive in mitigating any impacts
* To identify measures to ensure the situation is monitored and any remedial action taken

1. **Membership** 
   1. The group will have Trust wider representation which will include:

* Director of Human resources, OD and Estates
* Marketing, Communication, Engagement and Inclusion Lead
* Medical representative
* HR BAME Health and Wellbeing project lead
* BAME staff network representative
* Staff side representation
* Occupational health representative
* Nursing and profession lead
* HR Manager Health and Wellbeing
* Equality and engagement manager
  1. The group will be chaired by the Director of Human Resources , OD and Estates

1. **Frequency and administration** 
   1. The meetings will take place weekly for 2 hours and will be administrated by the Engagement and Equality Team
   2. The agenda will be agreed by the Chair in consultation with other members
   3. The meeting will be recorded as action notes and exception reporting
2. **Remit and responsibilities of the group**

* 1. To ensure that our strategic, operational and tactical health and wellbeing activities are informed by local, regional and nationally evidence based Equality Impact Assessment (EIA). To further inform the EIA with Trust evidence base, insight and lived experience of our staff. To use the EIA as a tool to inform a Trust wide action plan.
  2. To ensure that we have effective and timely communications to reassure BAME staff and actively promote support for their health, welling and safety.
  3. To ensure we have a clear staff health and wellbeing offer based on the known BAME communities health needs.
  4. Gather meaningful data to help the Trust understand the BAME workforce, their roles and responsibilities. To interrogate the data and identify any hotspots or areas of impact
  5. To ensure the action plan is proactive and timely and any risks to the BAME workforce mitigated. To engage BAME staff, BAME network and other representatives in the development of the actions and ensure they are driven by insight
  6. To ensure delivery is centrally led and coordinated and part of a Trust wide approach using the whole system to respond in a coordinated way , so our BAME workforce immediately feel assured and supported. Ensure a targeted and responsive health and well-being offer is in place
  7. To identify measures that can be reported on regularly and to demonstrate impact of the actions taken
  8. Develop a communication plan to ensure key messages reach staff which provide assurance and support. Cascade tools and resources to managers
  9. To identify external partners who can help us deliver our actions including key stakeholders and the wider community and voluntary sector
  10. To review the diversity of the Trust command and control structure and put measures in place to ensure command structures are reflective of the population we serve.