

Providing national leadership to shape and improve healthcare for all

Equality and Diversity Council Meeting Paper

May 10th 2016

EDC Work Plan Scorecard Update

Purpose and context

Following the EDC meeting on the 20th January 2016, it was agreed that we would begin scoping an EDC Work Plan Scorecard, which would support the EDC to successfully performance manage the implementation for the EDC Work Plan, as agreed in July 2015. The outcome of this process is to further increase the transparency and efficiency of the Council.

EDC Theme and objective (s) the paper links to

A EDC Work Plan is a two-year plan to improve three themed areas of work;

- Inclusive Workplaces
- Workforce Equality
- Inclusive Healthcare

Each theme has 2-3 key goals forming key successes for the EDC to

- Communicate to the NHS
- Monitor and communicate progress
- Engage EDC members in owning and assisting successful achievement of a goal

Key Summary Milestones

- EDC Work Plan Scorecard
- EDC Performance Summary Scorecard
- EDC Infographics

Actions taken to date

To begin this process, the EDC Secretariat emailed all EDC sub group chairs and leads in April outlining the forthcoming process and draft templates:

1. The EDC Work Plan Scorecard, currently in draft will aim to:
 - Provide an overview on the performance of the EDC sub groups delivery against the work plan on a quarterly basis;
 - Support each sub group to share key milestones, against each priority area and delivery of the work on a quarterly basis;
 - Support the planning for next quarter delivery & milestones;
 - Highlight any potential risks to delivery and mitigating actions;
 - Highlight potential opportunities emerging from the delivery of the work, for future EDC consideration;
 - Each priority area and delivery will be RAG rated to monitor progress;
 - Communicate the key messages in the EDC Forward View;
 - Each sub group will be asked to provide additional narrative to support the performance outlined in the EDC work plan scorecard, through the respective EDC sub group paper.
2. Revised EDC sub group paper template. Each EDC sub group paper using the new template paper will aim to provide EDC with the update of the progress each sub group is making against the milestones outlined in the EDC work plan.
3. The Equality & Diversity Council (EDC) Performance Summary Scorecard see Appendix 1, will provide EDC with a summary overview of the progress being made against the work plan.
4. The development of an EDC Infographics is currently underway.

Current position

- EDC Work plan Scorecard drafted and shared with EDC sub-group leads in April for comments
- Revised EDC papers with new strapline and logo completed for May 2016 EDC meeting
- The EDC Performance Summary Scorecard has been drafted and shared with EDC sub group leads.
- EDC Infographics currently being explored with Council members and EDC communications leads.

Key risks

Potential risks of not performance managing the implementation of the EDC Work Plan include:

Impact of overall effectiveness and delivery of the EDC and its members

EDC not able to mitigate any potential risks to the delivery of the outputs identified in the Work Plan

EDC not able to ensure effective opportunities are supported nurtured and developed

EDC could face potential negative impact on its credibility and future success.

Next steps

Between May – July 2016, the following work is planned:

- Finalise the drafting of the EDC Work Plan Scorecard and the EDC Performance Summary Scorecard
- Work with respective EDC sub groups leads to ensure the templates are being completed
- Produce a EDC Performance Summary Scorecard for July EDC meeting
- Work with EDC Inclusion Health sub group to ensure the scorecard activity reflects the lived experience engagement, identified in the Quick Wins report
- Complete the EDC Infographics for the July EDC meeting.

Recommendation and action requested

For the EDC to note the above cited progress to date

21st April 2016

EDC secretariat and Co-Chair of EDC