

## Notes of Equality and Diversity Committee meeting

Wednesday 30 September 2015 Seminar Room 2, Learning & Research, Southmead

	<b>Present</b>	Cathy Meredith (Chair) Lesley Mansell Peter Russell Ken Guy  Maria Smith – Note taker	Simon Wood Nick Stibbs Robert Baker	Jayne Stone Nigel Jones Tom Douglas
<b>1</b>	<b>Apologies received</b>	Dayley Lawrence, Kim Donaldson, Audrey Howells, Linda Hicken Pam Ward		
<b>2</b>	<b>Welcome</b>	CM welcomed everyone.  Paul Jones, Interim Director of People and Organisation Health, who would normally be here, had asked CM to chair this meeting.		
<b>3</b>	<b>Minutes &amp; Actions from last meeting</b>	Erratum: JS did attend 8 June E&D meeting;  Notes have been agreed.		
<b>4</b>	<b>Matters Arising</b>	<p>4a Respect and Dignity Statement – for CEO to sign off/launch. Sub group to promote</p> <ul style="list-style-type: none"> <li>• Sent to Workforce Committee who agreed it</li> <li>• Paul Jones to take to Trust Board in November</li> <li>• Chief Executive to sign</li> <li>• Once signed to be launched</li> </ul> <p>4b MLE Equality package reviewed and updated – looking to buy new one</p> <ul style="list-style-type: none"> <li>• Reviewed the old version as this has problems; questions were not answered correctly and staff making complaints</li> <li>• NHS Academy have a package; expect to complete in 30 mins but has 99 screens</li> <li>• Comments will be given to Academy as needs to be fit for purpose</li> <li>• 75% staff now completing it</li> </ul> <p>4c Equality Risk Assessment</p> <ul style="list-style-type: none"> <li>• This needs to be done before next Risk Assessment meeting</li> </ul> <p>4d ESR Self-Service and disability monitoring</p> <ul style="list-style-type: none"> <li>• No further forward; IBM taking on new contract. Cannot look at equality monitoring</li> </ul>	LM	LM LM LM

		<p>until next year.</p> <ul style="list-style-type: none"> <li>• JS said that IBM taken over significant revamp and could be different e.g. staff access via mobile etc.</li> <li>• JS attended a presentation and IBM couldn't give a time scale re: development works but said the revamp will do a lot more</li> </ul> <p>4e Staff Attitude Survey results – sent to members for comment</p> <ul style="list-style-type: none"> <li>• SAS results sent out for comment but no response</li> <li>• CM said that the SAS results are being sent to staff; results of the last one was really poor</li> <li>• Need for a real picture about staff health, well-being and we all need to promote and encourage staff to complete the survey</li> <li>• To be added to the October Equality newsletter which is due to be circulated. RB suggested that use all that is available: Comms and actions to raise awareness</li> <li>• CM said that methods used will be:-             <ul style="list-style-type: none"> <li>○ MOTD</li> <li>○ Email</li> <li>○ Well-being leaflet</li> <li>○ Exceptional Awards</li> </ul>             Staff will be entered into a draw to win a voucher completing their survey           </li> <li>• All other NBT surveys are on hold to focus on the SAS</li> </ul> <p>4f 12 hour shifts report – sent to members for comment</p> <ul style="list-style-type: none"> <li>• Action plan; met with staff-side (900 replied which resulted in 50% liking and 50% disliking 12 hour shifts</li> <li>• Need to do more to make 12 hr shift doable</li> <li>• CM said we need to focus on staff having their breaks, ideas such as             <ul style="list-style-type: none"> <li>○ Perhaps run a “take a break” campaign</li> <li>○ Promote good practice</li> <li>○ Make sure new staff settle in well</li> <li>○ Managers ensure that their staff take their breaks on time</li> </ul> </li> <li>• Unions have already raised 12 hr shifts and an action plan went to Workforce Committee and has been acted on</li> <li>• Views welcome and report back</li> <li>• JCNC suggested re-surveying this action. KG said the conclusion is right for the service. If we were to survey in 6 months, should</li> </ul>	<p>LM</p> <p>LM</p> <p>CM</p> <p>All</p>
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7	<b>Religion and Belief Guidance/ Standards</b>	<p>SW advised that the Religion and Belief Guidance/ Standards were drawn up by the E&amp;D manager following a complaint from the Chair of the JUC. These are for managers and staff to clarify rights and responsibilities. The guidance has undergone widespread consultation with staff, managers, JUC, Director Nursing, JCNC, GMs, Chaplain, BME staff group members. The guidance will</p>																																																																																		

LM

		<p>be given to new job applicants, agencies, NBT Xtra as well as current members of staff. The guidance will be piloted in FM, training will continue and the process will be reviewed after 3 months.</p> <p>This committee accepted the documents and agreed they should go to the Workforce Committee for approval.</p> <p>It was agreed to request feedback to this committee in 2016 from FM.</p>	FM
8	<b>Corporate Equality Champions</b>	<p>Andrea Young invited Catherine Phillips to be Executive for Equality and CP has accepted.</p> <p>LM also confirmed the following:-</p> <p>Nishan Canagarajah - Trust BME Champion and Non-Executive Board Member</p> <p>Simon Wood - Disability Champion</p> <p>Kate Hannam - Corporate Champion for Gender</p> <p>Baljit Chahal - BME Chair</p> <p>Dr Nigel Jones - Corporate LGBT Champion</p> <p>Angelo Micciche - Chair, Disabled Staff Development Group</p> <p>There is a need for a Champion for Religion and Belief.</p>	LM
9	<b>Staff Equality Group report – including BME and Disability Career Development/ Deaf Charter</b>	<p>LM advised that the Deaf Charter is proposed by Bristol City Council, this contains 4 pledges.</p> <p>Simon Wood and Helen Curry, Trust Champion for Deaf People have visited Audiology – It is felt that there needs to be training and communication, advice on what to do in an emergency plus a need to look at these two areas and find the best practice for communicating with patients. e.g. hearing loop (as at Cossham hospital)</p> <p>LM is talking to Comms about new translating and interpreting contract.</p> <p>JS advised that the Sickness policy is currently being reviewed but asked LM what her concern is.</p> <p>WRES - Noted that NBT is making good progress. BME staff group working on action plan for this. Question about cases from Ask HR re BME staff and disciplinaries (18% of BME) but numbers are very small.</p>	
10	<b>NHS Employers Equality Conference</b>	Moved to next Agenda.	
11	<b>E&amp;D Manager's work report</b>	A full report is included in the papers.	
12	<b>Any other</b>	NJ: Celebration of Age is being held at Colston. This	

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	<b>business</b>	is an age friend conference with Bristol City Council Bristol is going for charter mark. Manchester has already got this and NJ said he will feed back at the next meeting	
<b>13</b>	<b>Date of Next meeting</b>	December 2015	

**Action List: September 2015**

Agenda item	Name/s	Action	Deadline	Status
3b	LM	Check where E Com sits. LM to meet E Sander	By next meeting	<b>Meeting cancelled by ES. TO be rebooked</b>
3b	LM	TNA for E&D Com members, Send before next meeting. Add extra 1/2/ hour to E&D committee for training.	Dec 2015	<b>2 TNAs returned</b>
4a	LM	Respect & Dignity Statement for CEO to sign off/launch. LM to contact CEO	By end June 2015	<b>Sent to WFC June 2015. CE to sign Jan 2016.</b>
4c	CM	Equality Risk Assessment needs to be done	Before next meeting	<b>DONE.</b>
4g	LM	To send out Board SAS report to E&D Committee and comments due back to LM	By end meeting	<b>Sent 19.6.2015 No reply</b>
	LM	Reconvene an Extraordinary Meeting on disability to discuss SAS results and Disability	By end of June 2015 Not done	<b>Disb staff group setting up sub group. Drafted action plan.</b>
6	LM	E&D training will be given to the committee by LM – LM to talk to Anne Robson	By next meeting On-going	<b>E&amp;D Com asked to R Kline master Class. TNAs not returned.</b>
13	LM	To raise aware of SAS by adding to Equality newsletter	ASAP	<b>Done. Oct and Nov editions.</b>
14	All	Find more evidence for 1.4 of the EDS2 report	ASAP	<b>Done. Info requested</b>
15	SW	Feed back to Committee regarding the training received in Facilities on Equality & Diversity	Report by next meeting	<b>Invited to Dec meet</b>

