

Notes of Equality and Diversity Committee meeting

Wednesday 23 July, Seminar Room 2, L&R Building, Southmead

	Present	Simon Wood (Chair) Dayley Lawrence Juliet Winter Zahir Babur Peter Russell Stephanie Curtin Cathy Meredith Maria Smith – Note taker	Stephen Oram Lesley Mansell Nick Stibbs Harveen Kaur Mooi Tay Item 8 Item 14a	Ken Guy Dave Collins Gamaliel Matitu Jayne Stone Diane Cornish
1	Apologies received	Robert Baker, Steven Sykes		
2	Welcome	SW welcomed all to today's meeting which followed by an introduction around the table. SW explained the format of the meeting.		
3	Minutes & Actions from last meeting	SW went through the previous Action list (March 14) and cleared those that have been completed. The Minutes for 31 March 2014 were agreed and recorded as accurate. (An updated Action list is at the end of these minutes).		
4	Matters Arising	<p>SO raised a question about whether the Trust was going to supply extra bus shelters outside the main entrance at Brunel. SW advised that the covered walkway in front of the building is sufficient. However, SW also said that buses arriving at the Brunel had increased from the original schedule of 15 per hour to 35 per hour. The main entrance is very busy but it is anticipated that this will settle down in due course.</p> <p>ZB asked on behalf of HK & GM about recent events regarding the IT dept restructure as they felt BME staff were being disadvantaged. SW asked whether this was being raised as part of an equality and diversity issue e.g. discrimination or part of the IT dept restructure process. ZB said there were concerns around how this process of restructuring was being handled. SW said he would listen to their concerns at the end of this meeting.</p> <p>4a. Age – ideas for project – knowledge transfer mentoring for when staff retire required.</p> <p>It was agreed to come back to this at a future meeting.</p>		<p>Actions</p> <p>SW</p>

		<p>4b. Easy Read Leaflets – Comms list</p> <p>The Committee asked if there were further leaflets and the Communications department confirmed the list previously sent is correct. Some of these will need updating to refer to the new hospital.</p> <p>4c. E&D Committee reporting</p> <p>JS informed the meeting that there is a proposal that the E&D Committee report to the Workforce Committee however, there is not one in place currently. SW said that this was an issue for the HR dept. He also suggested that Eric Sanders (new Trust Secretary) give a view as he will look at governance and committee structures.</p> <p>4d. Equality Statement</p> <p>LM previously produced a draft NBT Equality Statement for the committee to comment on. This was amended to include monitoring. This complies with the Equality Act 2010.</p> <p>4e. Equality notice boards in Brunel</p> <p>Some notice boards will be put up in the Brunel building. It was suggested that LM speak to Ruth Sidgwick about a possible space (this could be substituted for a painting). NS asked whether the TV monitors inside the Brunel could display equality information. Tim Bartlett (Head of Comms) is currently looking into this at- what could be viewed on the screen between patient appointments. LM said that she had already submitted suggestions to Tim on what could be included.</p> <p>4g. 12 hour shifts – EIA</p> <p>An EIA was conducted but the report is not yet finished. LM has chased this. SW asked whether there were any complaints raised. LM advised that 1 disabled person raised concerns as she was unable to work 12 hours. A reasonable adjustment was made and no further contact has been made.</p>	<p>JS</p> <p>LM</p>
5	E & D Committee (Terms of Reference)	<p>With regards to the draft Terms of Reference, JS suggested that the membership of this committee is reviewed. SW said that today's attendance was usually high, as usually 6-8 members attend.</p> <p>A suggestion was made by SW re having a steering group which would guide and oversee the workplan and a 'doing' group.</p>	All to reply

		<p>The issue of governance was raised by NS as this committee has a role to monitor, evaluate and review progress and report this to the board.</p> <p>This was discussed briefly – JS asked the committee to give this some further thought and email either her or SW with any suggestions.</p>	
6	SAS Results 2013	<p>LM went through the SAS results 2013 for Disabled and BME staff who show they are the most dissatisfied. This pattern is repeated for the last 4 years. SW asked what action was being taken in light of these findings.</p> <p>JS said the BME career progression was an area that was being looked at and consideration was being given to running focus groups for BME staff to find out what particular issues they think the Trust should be addressing.</p> <p>LM said that she was meeting Robert Baker to discuss what might be done to better support disabled staff in the workplace.</p>	
7	Annual Equality Report	<p>The Annual Equality Report is currently being formatted. Volunteers (this is a group of 30 diverse people and some are Foundation Trust members) are being asked to review it and indicate which areas to focus on for this year. Meetings will now take place at the end of August.</p>	LM
8	Annual Ask HR and Harassment & Bullying report	<p>SW welcomed Stephanie Curtin and she gave the committee a verbal update of how many contacts the Harassment Advice Line had received. SC also gave a brief overview of the service. SW asked SC if there was any follow up after a case has been completed. SC advised that this doesn't get followed up.</p> <p>DC asked if figures from the advice line compared to those who contact the union office directly. SW said it would be interesting to know the comparison as both were offering an advice service to staff. Unions to be asked for statistics.</p> <p>DC also asked if this information was reported elsewhere. LM said that it is included in the annual equality report. She asked if it was fed back directly to the directorates. JS said it might do via the HR partners.</p>	DL
9	NHS Employers audit	<p>LM undertook this audit back in January 2014. A summary of findings was provided in the papers. The recommendations are that the Trust needs to do more around staff engagement and promoting equality.</p> <p>LM said that one of the areas she was concerned about was the Trust meeting its objective in relation to monitoring. A suggestion was that self-service on ESR might give the</p>	

		<p>Trust more information about staff if they could update their own information.</p> <p>Currently the ESR shows 1% of staff declare themselves disabled whereas the figure in the population is nearer 18%. (It was acknowledged however, that the question in the census is different as it asks about long term impairments.) The Staff Attitude Survey for 2013 showed that there was a 17% response rate from disabled staff. This has increased year on year.</p>	
10	Family & Friends Test	<p>LM & JW have taken an initial look at the data for patients and this is useful as there are different results for BME and White patients. They will do further work on this and bring it back to a future meeting.</p> <p>JS advised that equality information was not monitored as part of the Staff FFT.</p>	
11	BME Career Progression	<p>An analysis of the BME staff showed that most were in Band 5 but very few are represented in higher bands until the Drs grade. Harry Hayer met with BME staff and offered them mentors with Board members and key managers. This will be reviewed. Recruitment training has also been offered and places were offered at a national NHS BME conference in June.</p> <p>MT said that she went to the BME conference but little was available regarding case studies of best practice elsewhere. MT also thought that as a Trust we could consider ourselves as doing okay. It was suggested that we look at what other organisations are doing. LM said she would look at Bristol City Council as they have a more diverse workforce. PR asked whether BCC would be a fair comparator. Other organisations will be looked at for examples of good practice.</p>	
12	Equality Impact Assessment	<p>Patient Care Administration. This was recommended for acceptance. No comments raised. It was accepted.</p>	
13	E&D Managers work report	<p>This was for information and was not discussed due to time.</p>	

ACTION LIST: JULY 2014

Item	Name/s	Action	Deadline
1	LM	Age – ideas for project – knowledge of transfer mentoring for when staff retire from the Trust	Report for next meeting
4c	JS	E&D Committee reporting – Contact Eric Sanders (new Trust Secretary) to give a view on governance and committee structures	
4e	LM	Equality notice boards in Brunel – Ask Ruth Sedgwick about a possible space for these.	October 2014
4g	LM	EIA - 12 hour shifts to be chased.	September 2014
5	All to reply to JS	Terms of Reference - Suggestion was made re: having a steering group which would guide and oversee the work plan and a 'doing' group.	31.8.2014
6	RB	Speak to HH re: disability/access requirements required re: training	Oct/Nov 2014
7	LM	Annual Equality Report is currently being formatted. Volunteers (this is a group of 30 diverse people and some are Foundation Trust members) are being asked to indicate which areas to focus on for this year. Meetings will now take place at the end of August.	September 2014
8	LM	Harassment & Bullying comparison requested of statistics with Unions info.	September 2014
11	LM	To revamp Annual Equality Statistics report 2012 and put on Internet. Pending format this will be uploaded by Comms.	ASAP
14	All	New staff engagement post proposed will also have responsibility for E&D. The committee has opportunity to provide comments on consultation. Contact Cathy Meredith for further information.	22 nd September 2014

COMPLETED LIST: JULY 2014

Item	Action	Completed by
2	Orientation tours for disabled people. LM has done this and the hospital is compliant with DDA. Some disabled people were not happy with the access to the entrance to the Brunel building, however there were issues around disabled parking and wheelchair access and SW advised that these issues have been raised separately with Carillion.	LM
4	Bed call buttons. SW advised that this was noted however the call buttons are standard and cannot be changed.	SW
7	BME mentoring – verbal update given by LM.	LM
3	Patient experience leaflet – liaised with Learning Disability Nurse. LM to go back to Comms.	LM
9	Publishing staff numbers by band for BME 2013 report, due January 2014. Done and included in report.	LM
10	Recruitment of staff – discuss, summarise and put compliance/assurance recruitment strategy to attract to the widest variety of staff e.g. BME, disabled.	LM