

Notes of Equality and Diversity Committee meeting

Friday 20 January 2017, Seminar room 16, L&R1
(Rescheduled from 8 December 2016)

	Present	Liz Perry (Chair – for Jacolyn Fergusson) Lesley Mansell Jayne Stone Maria Smith: Note taker	Simon Wood Zahir Babur Mooi Tay
1	Apologies received	Catherine Phillips, Christine Smith, Gill Brooks, Jacolyn Fergusson, Jane Hadfield, Kate Hannam, Linda Hicken, Nick Stibbs, Prof. Nishan Canagarajah -Trust BME Champion	
2	Welcome	LP welcome all to this meeting and was stepping in for Jacolyn Fergusson.	
3	Minutes & Actions from last meeting	The Minutes from 11 October 2016 were agreed and recorded as accurate.	
4	Matters Arising	<p>a) MLE Equality package</p> <p>Looking at whether LM should do this at induction. Paul Grimes is currently uploading this onto MLE. This is still ongoing. LM has looked at other neighbouring Trust but theirs are not too good.</p> <p>b) Risk Assessment</p> <p>Risk assessment for equality needs to be done every quarter. LP asked whether the risk assessment comes back to this group. LM said it does and will be looked at by this group.</p> <p>Action: E&Q Committee to look at risk assessment</p> <p>c) Lorenzo monitoring categories</p> <p>LM has spoken to the project manager for Lorenzo regarding the equality characteristics; some have been put on but not all e.g. disability. There needs to be more as there's no monitoring of Trans e.g. through the laser centre. The Lorenzo contract is being checked re: level of service. LM has been trying to resolve this and ZB said that it needs to be made formally, particularly as it is a legal requirement.</p> <p>Action: Escalate to G Curran and cc Neil Darvill</p> <p>SW said that as a risk assessment is needed, information is required legally.</p>	<p style="text-align: center;">E&DC</p> <p style="text-align: center;">LM</p>

		<p>d) Operational Workforce Group (Workforce Committee)</p> <p>E&Q Committee haven't met with Operational Workforce Group yet.</p> <p>Action: Will take up with Jacolyn Fergusson</p> <p>e) Annual Equality Stats report</p> <p>LM has requested the information for 2016.</p> <p>f) Retirement projections</p> <p>LM had asked Ben Pope for data on the retirement projections for the Trust and this will be given to the Operational Workforce Group. LP said that she'll pick this up with the HRBPs re: workforce planning and where staff are needed. LP said that this information was helpful and was already speaking to Ben Pope re: workforce.</p> <p>Action: LP to take up with OWG</p>	<p>LP</p> <p>LP</p>
5	Equality Delivery System 2015 Grade and Annual Equality report	<p>Gathering information 2016 and Equality Objectives</p> <p>LM complied these reports which were previously presented with the Equality & Diversity Committee. Health Watch have scrutinised these and amended some of the grades in our favour. Overall they note that NBT are doing really well e.g. CCG marked NBT as 60% (whilst rated BRI at 25%). We are Green – achieving overall and have made improvements on the previous year's position.</p> <p>The reports of 2014 and 2015 were the basis of our actions plans.</p> <p>LM explained that technically the reports should now go to the Operational Workforce Group, and then to the Trust Board.</p> <p>Comms have already been asked to format these reports which can then be published. Usually by uploading onto the public website as this fulfils our legal requirement.</p> <p>Action: LM to send to the Comms team to put on NBT's website</p> <p>Information gathering or 2016 – 2017 – It was previously suggested that leads be identified for each section of the EDS to facilitate this.</p> <p>Action: LP to look at with the Senior Management Team.</p> <p>LM said that a visit arranged with the North, East and West</p>	<p>LM</p> <p>LP</p>

		<p>Devon CCG on Tuesday 17 January, to view our equality work left them very impressed with what NBT has delivered. .</p> <p>Equality Objectives - LM also advised that the timescale for the Equality Objectives came to an end on 31 December 2016. LM has invited the Equality groups for suggestions for these for the next 4 years. Two meetings were also held for managers and requests were made by e mail.</p> <p>A paper was requested for the next meeting.</p> <p>JS said that the equality objectives should be aligned with the Trust strategy and values. LP asked that the objectives are given before the E&D Committee meeting.</p> <p>Action: Circulate objectives by next meeting for sign off</p>	LM
6	BME History Month	<p>NBT has celebrated BME History Month for a few years now which is helpful towards recruiting more staff to the BME Staff Development Group. A BME meeting was held which Andrea Young / Jacolyn Fergusson where reverse mentoring was discussed.</p> <p>Actions from the BME group were regarding: appraisals and the need to identify how managers have supported BME staff; electronic or ESR options for appraisals?</p> <p>LP said that she'll respond back via this group re: appraisal.</p> <p>The E&DC were asked what can we do to show managers we are culturally confident?</p> <p>Action: E&C Committee members</p>	LP
7	Disability Confident	<p>LM applied for "Disability Confident" and the Trust gained level 2. This replaces the Two Tick Symbol. SW is our Disability Champion. LM said to gain level 3 we will need to undergo an external assessment which Bristol City Council have agreed to do without charge later in 2017.</p> <p>JS asked whether anything in level 2 assessment had identified anything.</p> <p>LM said that she will speak to RUH re learning disability programme which is to encourage more PWLD into work.</p> <p>LM asked SW to give the E&DC a quick briefing as Disability Champion. SW said it was difficult to get everything in but steps are being made e.g. Deaf awareness training which he said was an interesting experience was arranged by Helen Curry, our Trust Champion for Deaf People.</p> <p>LM said deafness is the largest invisible disability and Bristol has the highest number of Deaf people, outside London.</p>	LM

		Action: to contact RUH	
8	Mindful Employer Charter	<p>JS said that NBT were active re: mental health for staff, health and wellbeing e.g. walking groups and that the Psychology team have established several initiatives e.g. Schwartz Round, sleep courses, general resilience / stress and JS said that these were very popular and now oversubscribed.</p> <p>JS also said that there's a Zest4Life newsletter.</p> <p>SW notified that funds will be available to create an outdoor gym.</p> <p>ZB mentioned that there is an NBT cricket team and ZB will provide details to JS.</p> <p>Action: JS to give LM information on health and wellbeing to put in Equality & Diversity newsletter</p> <p>Action: contact ZB for details on cricket activity</p>	ZB JS LM
9	Disability History Month events	LM listed out some events that were held during Disability History Month including the seminar about Autism which was very well received.	
10	Diversity Advantage	LM said that this initiative was being organised by the SW Academy via UWE and involves mentoring sessions for BME people to encourage them to become board members in the NHS.	
11	Rainbow Faiths event	LM gave a brief description of Rainbow Faiths which was displayed in the Sanctuary. Ten religions were illustrated – some staff came in to view this and it was sent out on social media.	
12	E&D Manager's work report	The full report was available to the E&DC.	
13	Any other business	<p>Bristol Race Manifesto – NBT have been involved in this Important initiative for some time. The launch presentation showed that while BME people are represented in all job grades in the public sector in Bristol very few are in the top Earning grades. The manifesto group had gathered data from 11 public bodies which covers around 40,000 members of staff.</p> <p>Race Equality Commission – Bristol City council have proposed this and requested other public bodies support it. LM recommended that NBT should be involved and should give an expression of interest. It would be a very positive action for the Trust to take a lead on this and even better if NBT could be first. This would show our continued</p>	LP

		commitment to our BME staff and to potential recruits.			
		Action: LP to establish if NBT will give a commitment to this project.			
14	Dates of next meetings	Wednesday	15 March	10.30am-12.30pm	Seminar room 2, L&R1
		Wednesday	15 June	10.30am-12.30pm	Seminar room 2, L&R1
		Wednesday	20 September	10.30am-12.30pm	Venue: TBC
		Thursday	7 December	1.30pm-3.30pm	Venue: TBC

ACTION LIST: JANUARY 2017
(Rescheduled from 8 December 2016)

Agenda item	Name/s	Action	Deadline	Status
4b	LM	To look at Skills for Health equality training package, a new package is planned to replace the one on MLE. P Grimes to give update chased 20.3.2017	Before next meeting.	OPEN
16	All	Suggestion to LM re: Annual monitoring report dashboard – to show what we do	Information requested	OPEN
26	JS /Ask HR	Link the SAS results to the HR portal. LM sent reminders.	Report by next meeting	OPEN
30	JS	JS will ask Comms re FFT Q1 to include adding to the portal	Report by next meeting	OPEN
32	LM	The Trust Board needs to appoint a Non-Exe (to replace Ken Guy). E Sanders chased: 3.10.2017, 2.12.2017, 10.3.2017	Requested	OPEN
33	LM/ E&DC	E&D Committee to look at risk assessment.	Report by next meeting	OPEN
34	LM	Lorenzo categories. Escalate to G Curran and cc Neil Darvill. Met G Curran Jan 2017. Meeting arranged with ND 13 March 2017	Report by next meeting	OPEN
35	LP	Operational Workforce Group. LP to take up with Jacolyn Fergusson as it has not met and E&D com should report to it.	Report by next meeting	OPEN
36	LP	Ann Eq reports - Information gathering 2016 – 2017 Leads be identified for each section of the EDS to facilitate this. LP to look at with the Senior Management Team.	Report by next meeting	OPEN
37	LM	Final formatted reports to be sent to the Comms team to put on NBT's website	Report by next meeting	Completed
38	LM/ E&DC	To circulate objectives by next meeting for sign off.	Report by next meeting	Completed
39	E&DC	E&D com members to make suggestions as to how we become: "Culturally competent" Reminder 10.3.2017	Report by June meeting	OPEN
40	LM	To contact RUH re learning disability programme.	Report by next meeting	OPEN
41	JS	To give LM information on health and wellbeing to put in Equality & Diversity newsletter.	Before next publication of E&Q newsletter	Completed
42	LM	To contact Z Babur for details on cricket activity. Reminder send 10.3.2017	Before next publication of E&Q newsletter	OPEN
43	LP	Bristol City Council Race Commission. LP to establish if NBT will give a commitment to this project. LM raised meeting 24.1.2017	Report by next meeting	OPEN

ACTION LIST: JULY 2016

Agenda item	Name/s	Action	Deadline	Status
4b	LM	To look at Skills for Health equality training package, a new package is planned to replace the one on MLE	Before next meeting. P Grimes to give update	OPEN
16	All	Suggestion to LM re: Ann monitoring report dashboard – to show what we do	Information requested	OPEN
20	LM/ Ask HR	To find out retirement projections for 2016	Report by next meeting. Requested info from Ben Pope	OPEN
26	JS / Ask HR	Link the SAS results to the HR portal. LM sent reminders.	Report by next meeting	OPEN
27	LM	Contact Harry Packer/Jenny Symonds to find out what is the BME shortlist to appointment statistics	In 2015 Annual Stats report	CLOSED
30	JS	JS will ask Comms re FFT Q1 to include adding to the portal	Report by next meeting	OPEN
31	LM	Government review Trans people. LM in communication with NHS England	Sent. No response received.	CLOSED
32	LM	The Trust Board needs to appoint a Non-Exe (to replace Ken Guy)	Requested E Sanders	OPEN

ACTION LIST: MARCH 2016

Agenda item	Name/s	Action	Deadline	Status
6	LM	Lorenzo. LM will find out if other equality categories are included.	Wait Levon Quilty to reply with dates to meet. Aug 2016 reminder sent IM&T	OPEN