

## Notes of Equality and Diversity Committee meeting

Wednesday 27 July, Glenside, Level 3, Brunel

	<b>Present</b>	Jayne Stone (Chair – for Jacolyn Fergusson) Linda Hicken Simon Wood  Maria Smith – Note taker	Kim Donaldson Lesley Mansell Nick Stibbs
<b>1</b>	<b>Apologies received</b>	Catherine Phillips, Jacolyn Fergusson, Christine Smith, Jane Hadfield, Kate Hannam, Liz Redfern, Angelo Micchiche, Brenda Dowie, Nishan Canagarajah, Jenny Symonds, Gills Brooks, Nigel Jones & Annette Hughes	
<b>2</b>	<b>Welcome</b>	JS welcomed everyone here today	
<b>3</b>	<b>Minutes &amp; Actions from last meeting</b>	The Minutes for 9 March 2016 were agreed and recorded as accurate.	
<b>4</b>	<b>Matters Arising</b>	<p>4a MLE Equality package review and updated – Skills for Health to reply</p> <p>LM advised that this was still ongoing. LM has looked at the Skills for Health training and the CCG has been informed. Skills for Health have now informed that they will charge for their package. LM currently in talks with Yorkshire &amp; Humberside who use Health Education England package, this needs amending. We are trying to upload it. Paul Grimes (L&amp;R) is currently talking to HEE organising this.</p> <p>LM stated that it was important for the Trust and patients to have this monitored. JS asked about compliance of the “old” version and would that be still current until the new one was uploaded? LM confirmed that the requirement is 3 years or face-to-face training and it will count whether you use the new package to the old one.</p> <p>4b Risk Assessment/Risk Register</p> <p>LM advised that this was last presented to the Workforce Committee (renamed as the Operational Workforce Group); however, JS said that it had been updated at the recent Workforce Risk Register.</p> <p><b>Action:</b> JS to send notes from Risk meeting to LM</p> <p>4c Lorenzo monitoring categories – requested</p> <p>Andrea Scott (Clinical Governance) has recorded Trans</p>	JS

		<p>patients in a different way and removed any personal pronouns. LM said she will have the information to identify what is required.</p> <p>4d Religion and Belief Guidelines - update</p> <p>JS asked whether there was a timeline. LM said that feedback was requested some time back but no response has been received. JS also asked whether other Trusts record religion &amp; belief (which is currently not in the new Lorenzo system for out-patients). Generally it is recorded for inpatients.</p>	
5	<p><b>Equality Delivery System and Annual Equality Report</b></p>	<p>HealthWatch agreed a grade in December 2015. Information and comments made have been distributed. HealthWatch felt that in 2016 some areas should move from Amber to Green. LM talked through the EDS reporting template. HealthWatch will receive this once the EDS has been completed. JS asked about the EDS report and whether there were any gaps. LM advised that she needed information on the following</p> <p>Point 1: patient involvement and translating, interpreting Point 4.2: information from the Trust Board.</p> <p>NS asked how did LM's assessment compares with last years? LM replied that some changed up to Greens but only when the evidence has been sent. The assessment is made on what NBT do. It is recognised that time is pressurised for everyone.</p> <p>JS asked SW whether there was any specific info about patient's experience given to the Board. SW said what usually gets discussed is around e.g. leadership, equality champions. LM said we need more information on what we know has been done for the last reporting period e.g. Board walking tours and their outcome. Again SW said that the Board was focussed more on patient safety than equality for patients and suggested that LM contact Catherine Phillips for information and specific details. (There is a meeting in the diary for October).</p> <p>LH asked about the patient stories, these are included in the NBT 2015/16 report. Gill Brook has also compiled stories for Sue Jones and there may be some information available from this.</p> <p>LM said that we need to look at the long term on how we gather this information and also the CQC and CCG will be asking questions re: our information and delivery. It was agreed at the December 2015 meeting to identify leads for each of the objectives, a report was submitted to Paul Jones (Interim HR Director) but not actioned. JS again asked whether there were any identifiable gaps or anything else. LM advised that she will continue to chase the information.</p>	LM

		<b>Action:</b> Equality Delivery System and Annual Equality Report to be available by September's meeting	
6	<b>Workforce Race Equality Standard</b>	<p>NHS review and NBT response 2015</p> <p>LM said that NBT had done more than last year. LH said that in her dept. they had designed a survey monkey in Midwifery asking just 1 question.</p> <p>SW asked what can we do? LM said we need to get this years' WRES report published.</p> <p>The WRES report was accepted and will be sent to the OWG and to the NHS.</p> <p>It is recorded that we are doing really well as a Trust. A paper was presented from Dr Rebecca Smith, Deputy Director of Research, who checked NBT's performance in the NHS audit. This showed that NBT had among the best results in 2 of the 4 categories and did very well in the others.</p>	
7	<b>Annual Equality Monitoring report</b>	<p>LM showed a short video by NHS England re the Equality Delivery System.</p> <p>LM advised that the Annual Equality Monitoring report is almost completed and she will ask for it to be formatted for the next E&amp;D committee meeting. However, just to give an idea of the report;</p> <ul style="list-style-type: none"> <li>• Disabled staff 0.94% down from 1.14% (SAS 2015 = 20% disabled)</li> <li>• 15% of staff are BME</li> <li>• 1.41% of staff are LGB</li> </ul> <p>However, we still need information to complete the report. SW asked whether it was possible to provide a dashboard report to find out what the key drivers to help improve performance; to pull out some key points for a quick reference, trends list, etc.</p> <p><b>Action:</b> LM to contact IT to produce a dashboard report and contact Frank Hamill, Clinical Audit and Assurance Manager</p>	LM
8	<b>BME and Disability Group updates</b>	<p>Diversity Advantage &amp; Disability Workforce Equality Standard</p> <ul style="list-style-type: none"> <li>• Both BME Chair and Disability Chair have met</li> <li>• Andrea Young attended the BME group meeting</li> <li>• Diversity Advantage project being set up by University West of England to support BME staff (for 6 months) to secure board places. NBT have agreed to mentor someone from the BME group as part of this innovative project.</li> </ul>	

<b>9</b>	<b>Respect and Dignity Statement</b>	Two days after the EU referendum result, a patient racially abused a member of staff; the incident was dealt with by the dept. Everyone is to be made aware of the R&D statement and it will be highlighted in a future Equality newsletter.  LM also advised that the Spanish group of staff are hoping to hold an event to celebrate Spanish National Day in October.	
<b>10</b>	<b>E&amp;D Manager's work report</b>	Equality training – 19 sessions delivered Attended meetings for West of England LGBT Manifesto, Diamond Cluster, WRES, Workforce Disability Equality Standard and Leading on Equality. A commissioner from the North, East and West Devon CCG requested a visit as he was really impressed with the equality work at NBT. Complaints - dealt with 10 cases covering patients/staff. 1 case highlighted the need for patients equality monitoring Advice given on 10 cases, including 1 of racial abuse Equality newsletter produced and distributed (April, May, June) LM gave a written report to the Committee. JS thanked LM for all her work recognising that this sometimes has its difficulties as an individual doing all this work alone.	
<b>11</b>	<b>Any other business</b>	MT said that she attended the Race Equality Dinner hosted at Trinity Centre, Bristol which was about BME people in public life talking about their experiences which helps us recognise the opportunities outside of work.	
<b>12</b>	<b>Date of next meeting</b>	Wednesday 11 October 2.30pm - 4.30pm Blackberry Hill, Level 3, Seminar Tower, nr gate 7	

**ACTION LIST: JULY 2016**

<b>Agenda item</b>	<b>Name/s</b>	<b>Action</b>	<b>Deadline</b>	<b>Status</b>
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	<b>OPEN</b>
16	All	Suggestions to LM re: Ann monitoring report dashboard - to show what we do	Information requested	<b>OPEN</b>
20	LM/ Ask HR	To find out retirement projections for 2016	Report by next meeting Requested info from Ben Pope	<b>OPEN</b>
26	JS/ASK HR	Link the SAS results to the HR portal. LM sent reminders.	Report by next meeting	<b>OPEN</b>

27	LM	Contact Harry Packer/Jenny Symonds to find out what is the BME shortlist to appointment statistics	In 2015 Ann Stats report	<b>CLOSED</b>
30	JS	JS will ask Comms re FFT Q1 to include adding to the portal	Report by next meeting	<b>OPEN</b>
31	LM	Government review Trans people. LM in communication with NHS England	Sent. No response received.	<b>CLOSED</b>
32	LM	The Trust Board needs to appoint a Non-Exe (to replace Ken Guy)	Requested E Sanders	<b>OPEN</b>

**ACTION LIST: MARCH 2016**

<b>Agenda item</b>	<b>Name/s</b>	<b>Action</b>	<b>Deadline</b>	<b>Status</b>
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	<b>OPEN</b>