

Notes of Equality and Diversity Committee meeting

Monday 8 June, Avon, Level 5, Gate 14, Brunel, Southmead

	Present	Robert Baker (Chair) Angelo Micciche Kim Donaldson Nicole Bacon Sue Needs (at 2pm)	Katie Bowden Nick Stibbs Nigel Jones Maria Smith – Note taker	Nicole Bacon Peter Russell
1	Apologies received	Steve Sykes, Steve Oram, Baljit Chahal, Ken Guy, Simon Wood, Harry Hayer, June Hampton		
2	Welcome & HR work streams	<p>Robert Baker welcomed everyone here today.</p> <p>Anne Robson would have normally been here as chair but was not available; therefore RB was asked at short notice to chair this meeting. RB referred to the ToR to confirm that the meeting was quorate with 5.</p> <p>Delete HR work streams from item 2</p>		
3	Minutes & Actions from last meeting	<p>a) December 2014</p> <ul style="list-style-type: none"> Meeting notes have been amended and agreed RB said this is an important set of minutes, there is good feedback on this work. Which will be linked into the Organisational Development strategy. <p>b) February 2015</p> <ul style="list-style-type: none"> Minutes and actions – noted. ToR needs to be amended; membership - GMs or deputies to add. Check where E Com sits. LM to meet E Sanders Duties are outlined in WF and OD actions. Need a review period after WF & OD strategy TNA: LM to design, draft a programme and circulate before next meeting; would suggest to extend meeting by ½ hr to accommodate this training On line E&D training has been re-launched on 1 June 2015; available on MLE 		
4	Matters Arising	<p>Before commencing RB asked that on future agendas, it needs to be really clear what is “to note” or “to action/agree” and then can be forwarded to the relevant committee (WFC or Quality Committee)</p> <p>4a Respect and Dignity Statement – for CEO to sign off/launch. Sub group to promote</p> <ul style="list-style-type: none"> Item discussed at last meeting with Trust values. LM to contact CEO <p>4c Equality Risk Assessment</p> <ul style="list-style-type: none"> This needs to be done before next Risk Assessment meeting 		<p>LM</p> <p>CM</p>

		<p>4h Freedom to Speak Up Review</p> <ul style="list-style-type: none"> • Brief description by RB about what Freedom to Speak Up is about which includes 20 important principles. • RB will circulate papers that went to Execs. Comment individual or collectively to Sue Jones. Timeline: couple of months, consultation document will be sent out. • Information is already on NHS Employers site; they have lots of material available. • Sarah Dodds will be doing presentation to JCNC; to bring back presentation to this committee 	RB
5	Annual Equality Report	<ul style="list-style-type: none"> • LM gave a PowerPoint presentation on contents. E&D Committee to advise on what score the Trust should have. • Suggested report to be colour coded by directorate 	
6	Annual Equality Statistics Report	<ul style="list-style-type: none"> • Errata: P4, figure 16% <i>decrease</i> should read increase • Comments back to LM 	
7	Complaints Activity 2014-2015	<ul style="list-style-type: none"> • Sue Needs invited to go through the report and answer questions from the E&D Committee • Still following the same trend • 2014 Inpatient emergency: 61% White, 3% BME, 31% not known • Maybe E&D Committee could make recommendations for next report • It was noted that equality monitoring is not being done Action: Follow up with Steve Sykes • Changing timescale from 25 to 35 days; some good work has been done by UHB • EDS2 is mandatory, demonstrable in 18 areas 	LM
8	Equality Work Report	<p>It was noted that the draft baseline metrics for the mandatory Workforce Equality Standard have been compiled. Draft to be added to the NBT website. This report accepted by the committee.</p>	
8	Date of next meeting	23 September 2015	

ACTION LIST: JUNE 2015

Agenda item	Name/s	Action	Deadline	Status
3b	LM	Further amendments are required to the ToR before being presented by Robert Baker at Workforce Committee meeting.	By end June 2015	Done
3b	LM	ToR needs to be amended; membership. Check where E Com sits. LM to meet E Sanders	Be next meeting.	Meet cancelled by ES. Now 7.10.2015
3b	LM	TNA For E&D Committee. LM to send out before next meeting. Extra ½ hour to be added to E&D com to undertake training.	By Sept 2015	OPEN
4a	LM	Respect & Dignity Statement for CEO to sign off/launch. LM to contact CEO	By end June 2015	Sent to Work force Com June 2015
4b	LM	Carillon have contacted LM asking where these Notice boards are to be displayed in Brunel.	End June 2015	Boards in situ
4c	CM	Equality Risk Assessment needs to be done	Before next meeting Done 11 June 2015	OPEN
4d	HH	12 hour shifts: impact on staff. Report on findings available end of April. Ask members for comment for July W.C.	By next WFC meeting (6 July 2015) Report sent 19.6.2015	Sent to members June 2015 No response
4e	HH	Letter to Katherine Demeter to be sent (was holding letter sent?)	Not done. Letter not sent suggest meeting to R Baker 19.6.2015	C Exec Letter sent Aug 2015
4g	LM	To send out Board SAS report to E&D Committee and comments due back to LM	By end meeting	Sent 19.6.2015 No reply
	LM	Reconvene an Extraordinary Meeting on disability to discuss SAS results and Disability		OPEN
4h	RB	Freedom to Speak Up: to circulate papers that went to Execs.	ASAP Done 19.6.2015	Sent 24.6.2015 Members invited to be on Task & Finish group.
6	LM	E&D training will be given to the committee BY LM – LM to talk to Anne Robson	By next meeting	R Kline ask to speak to Board. To

				include training for others.
	AH	To link in with LM MLE equality training package New package to be purchased	By next meeting	DONE

COMPLETED LIST: JUNE 2015

Agenda item	Name/s	Action	Deadline	Status
4f	LM	Brunel wheel chair access – Facilities to put up signage for wheel chair access	By next meeting	CLOSED
4h	LM	Equality Calendar 2015 to be uploaded on the Equality & Diversity Folder on the HR Portal	ASAP	CLOSED
4i	LM	LM to meet Vicki Mathias (Comms) re: gathering into for annual equality report	Completed 12.3.2015	CLOSED
6	LM	To look at the E&D training and to advise how often E&D training is required – <i>required 3 yearly</i>	Completed	CLOSED
	JS	To advise RB to take off WFC agenda	Completed	CLOSED
9	BC	Attending BME Community Fair and Awards Ceremony on 10 March and reporting back to committee	No one was available to attend	CLOSED
10	LM	To invite Angelo Micciche to E&D Committee – <i>attended 8 June & E&DC distribution list</i>	By next meeting	CLOSED
10	LM	To contact Annabel Stewart re: ESR self-service – disability monitoring	By next meeting	CLOSED
12	LM	To invite Patient Experience Lead, June Hampton to next meeting to discuss quality data metrics – <i>apologies unable to attend June's meeting</i>	By next meeting	CLOSED