

Draft Notes of Equality and Diversity Committee meeting

Wednesday 9 March, Seminar Room 16, Learning & Research, Southmead

	Present	Cathy Meredith (Chair) Nick Stibbs Tom Bradley Maria Smith – Note taker	Lesley Mansell Ken Guy Brenda Dowie	Jayne Stone Sarah Dodds Nigel Jones
1	Apologies received	Kate Hannam, Paul Jones, Zahir Babur, Nicole Bacon, Kim Donaldson, Peter Russell, Dr Liz Redfern, Audrey Howells		
2	Welcome	CM welcomed everyone and they all introduced themselves around the table.		
3	Minutes & Actions from last meeting	The Minutes for 18 December 2015 were agreed and recorded as accurate.		
4	Matters Arising	<p>a) Respect and Dignity Statement</p> <p>LM advised that Andrea Young had signed the Respect and Dignity Statement off with Kate Hannam, Gender Champion present. This will now be widely displayed in the Trust for patients and staff to view. Comms have agreed to add a condensed version on the loop for the screens in the Brunel. It has already been widely distributed to GMS, ward sisters, administrators and clerks, Patient Experience Group, all staff equality group members and so on. CM notified that the recent SAS showed H&B at 26% this is not an average and not acceptable as some groups experience more than others. LM said this statement has been included in the trust induction and other E&D training e.g. for FM staff and Valued Manager.</p> <p>b) MLE Equality package reviewed and updated – Skills for Health to reply</p> <p>LM feedback to the committee that the trust was looking to purchase an equality and diversity package from Skills for Health. LM did some amendments as some things were missing e.g. Autism, Trans. LM will chase Skills for Health for this update.</p> <p>c) Risk Assessment</p> <p>LM has now updated this – no further action required.</p> <p>d) ESR Self-Service; Disability monitoring category</p> <p>LM reported that the disability category has now been added to ESR. An item is included in the March</p>		LM

		<p>Equality newsletter to encourage staff to update their own data. Currently, less than 2% (2014) of staff declare a disability on ESR (20% on the Staff Attitude Survey 2015). Religion and Belief reporting is better however LGB also needs to be improved. Disabled/LGB staff were targeted in December 2015 to try and improve this recording.</p> <p>e) Sickness policy has been reviewed – sickness recording and disability raised</p> <p>The Staff Disability Development Group were asked to comment on the contents of the policy. They wished to see separate recording of sickness when it is related to disability. JS said the policy is now agreed and that it is very complicated to record on our system. This will go back to the Staff Disability Development Group.</p>	
5	Staff Attitude Survey	<p>CM said the SAS was sent out to all eligible staff and was available for 9 weeks. CM displayed the SAS PowerPoint presentation that was given to the Trust Board. A general discussion then followed by going through some of the results e.g. what should the 3 Trust Board's objectives be? CM said that the SAS is available to view on the internet and can be viewed nationally (as with other Trusts).</p> <p>Action: It was requested that the SAS results be added to the HR portal</p>	JS/Ask HR
6	Equality Monitoring Lorenzo update	<p>LM provided a document which gave a list of equality monitoring categories i.e. gender, ethnic group, list of comms required, spoken language (this is an extensive list) in the Lorenzo system. Various impairments but seemingly nothing on LGB, Gender Identity, Trans, Religion and Belief.</p> <p>Language used for gender includes "not known/other". LM will find out if other categories are included.</p>	
7	Equality Delivery System and Annual Equality Report	<p>LM met with HealthWatch again and went through the information – half was done before Christmas. HealthWatch moved us up to the "achieving" grade. Comments also came from Bristol and Patient groups. HealthWatch felt there were a number of areas that could change from Amber to Green over the next year. They will provide a report of their suggestions. This meeting previously agreed that leads for each section should be appointed to gather the information in future. LM to provide paper on this to PJ who will take this to the SMT. LM to send to the Board EDS, Ann Equality Report and Annual Equality Statistics report.</p>	PJ/LM LM
8	Government review Trans people	<p>The Government review on Trans people was published in January 2016 it found that the NHS is discriminating against Trans patients. The Government Department agreed an action plan in 2011 which has not been actioned. The NHS has been asked to report back on their activities within 6 months. NHS</p>	

		<p>England has asked NBT about our actions. LM has asked for information about complaints from patients and staff, very few have been found a recent issue is being dealt with appropriately. One dept. had raised a matter in a positive way which is to be welcomed. NBT practice is considered to be excellent from information we have. LM has produced a report about the work at NBT, which was circulated. It was agreed this be shared with relevant bodies including Unite the Union national NHS officer. LGBT staff members will look at this. It is felt more needs to be done to raise awareness.</p>	LM
9	Religion and Belief Guidance/Standards	<p>Religion and Belief – The guidance was attached to the pay slips for all FM staff. This will be reviewed when managers are asked to give their views at the end of March 2016. LM advised the Committee that she hasn't received anything negative so far. The guidance is included in Induction and other equality training.</p>	
10	Staff Equality Group reports	<p>10a BME action plan and priorities</p> <p>SG CCG has asked for our targets on staff equality. This also includes elected groups on the Trust Board. KG said that it would be difficult to give a target re: appointments to the Board as this is a rigorous process.</p> <p>Action: Contact Harry Packer/Jenny Symonds to find out the statistics re BME shortlisted and appointed</p> <p>Action: Following Roger Kline's presentation to the Board LM will follow up on the promised actions.</p> <p>BME Development Group met and is considering priorities on their action plan.</p> <p>JS said that she attended Bristol Manifesto for Race Equality Strategic Leaders Meeting on Friday 4 March. Representation there included BCH, UHB, 2 universities and Bristol City council. They focussed on how to reach BME people in communities for talent management for BME staff. It was felt there is a need to improve the pool of applicants, outside targeting.</p> <p>Action: JS will find out what the actions are from that meeting</p> <p>10b Deaf Charter</p> <p>Deaf Charter drawn up priorities for Workforce Committee with Simon Wood.</p> <p>10c Disability confident</p> <p>This is a Government initiative. NBT may sign up as an employer recruiting and retaining disabled</p>	<p>LM</p> <p>LM</p> <p>JS</p>

		<p>people and people with health conditions for their skills and talent. It is free to join and the Chair of the Disabled Staff Development group is to complete the self-assessment forms.</p> <p>10c Disability draft action plan – drawn up and consulted on</p>	
11	Retirement Initiatives	Initiatives are in place, with training offered. The policy has been reviewed and will be added to the intranet.	
12	Programme	LM tabled the E&D programme for 2016.	
13	E&D Manager's work report	<p>LM listed out some highlights.</p> <ul style="list-style-type: none"> • Disability history month – Autism training was excellent and fully booked. Further sessions are to be offered later in the year. Display and disabled staff meeting also held. • LGBT history month – Film Pride shown. Over 40 people attended Presentation and seminar facilitated by Gethin Roberts received excellent feedback. Trans seminar also excellent. Contacted by dept. after seeing advert with query on Trans matter. • Presenting collating information for the annual equality reports • International Women's Day – Fantastic seminar led by Thangam Debbonaire MP and Andrea Young hosted breakfast. Women staff now looking at ideas for the Pledge for Parity. Promotion for all events carried out. • 14 training sessions carried out for Drs, FM staff, Valued Manager and new staff at Induction. • Spanish nurses – initial support group. • Two Ticks scheme - Awarded for 2016. • West of England LGBT Manifesto – organise initial event with Bristol City Council. • H&B helpline x 3 calls • Attended: WRES implementation and Bristol Race Manifesto Conference 	
14	Any other business	<p>Just to note that:-</p> <p>KG: It was noted that it is Ken's last time at the E&D Committee. He expected to give a short service but it has turned into 6 years. CM said a huge thank you to Ken for his contribution over the years and will be greatly missed.</p> <p>CM: Cathy is retiring and Lesley gave her thanks to Cathy for all of her help and guidance since April last year which has really helped drive the equality agenda forward. Cathy will be sorely missed.</p>	
15	Date of next meeting	<p>Wednesday 20 July 2016 3.00 – 5.00 p.m. Glenside, Level 3, Seminar Tower nr Gate 7</p>	

ACTION LIST: MARCH 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. Wait response from Skills for Health.	To be reviewed at next meeting No response. Using Health Education England package.	CLOSED
6	LM	Lorenzo. LM will find out if other equality categories are included.	Wait Geoff Curran reply. IM&T	OPEN
7	PJ/LM	EDS - Leads for each section to be appointed to gather the information. LM to provide paper on this to PJ who will take this to the SMT. LM to send to the Board EDS, Ann Equality Report and Annual Equality Statistics report	Report sent. No further action. LM chased individually.	CLOSED
8	LM	Government review Trans people – LGBT staff to discuss. Share with NHS England, CCGs, Unite the union	Done.	CLOSED
26	JS/ASK HR	Link the SAS results to the HR portal. LM sent reminders.	Report by next meeting	OPEN
10a	LM	Contact Harry Packer/Jenny Symonds to find out data on BME shortlist to appointment.	Report by next meeting	CLOSED
10a	LM	Pick up actions from Roger Kline's report to NBT	Report by next meeting	OPEN
10a	JS	JS will find out what actions were from the Bristol Manifesto for Race Equality Strategic Leaders Meeting on Friday 4 March	Report by next meeting	OPEN