

## Notes of Equality and Diversity Committee meeting

Tuesday 11 October 2016, Blackberry Hill room, Brunel Building

	<b>Present</b>	Jayne Stone (Chair – for Jacolyn Fergusson) Nigel Jones  Maria Smith – Note taker	Nick Stibbs Zahir Babur  Lesley Mansell
<b>1</b>	<b>Apologies received</b>	Audrey Howell, Amanda Betty, Angelo Micciche, Catherine Phillips, Christine Smith, Helen Curry, Prof. Nishan Canagarajah Jacolyn Fergusson, Jane Hadfield, Linda Hicken, Marcia Dawkins, Paula McLeod, Sarah Dodds, Simon Wood, Sue Jones	
<b>2</b>	<b>Welcome</b>	JS started the meeting by saying that as today's meeting was not quorate and there were so few attendees, it made sense for LM to pick out key agenda items for discussion, rather than go through the whole agenda.	
<b>3</b>	<b>Minutes &amp; Actions from last meeting</b>	The Minutes for 27 July 2016 were not agreed as not everyone was present.	
		With reference to the annual report, NS suggested to LM that the Committee should respond directly to LM, by mid-November. LM can then give the report to the Workforce Committee which is being held on 22 December 2016.	LM
		LM advised that the report was sent to the Staff Equality Group and will be going to the BME Staff Group on 13 October.	
<b>4</b>	<b>Matters Arising</b>	4a MLE Equality package  LM said that she was redoing the MLE package. Latest figures show 84% staff are compliant in E&D. .  4d Operational Workforce Group  LM said she was waiting to send the Annual reports to the Operational Workforce Group.  4e Annual Equality Statistics dashboard report  LM to chase.	LM
<b>5</b>	<b>Equality Delivery System &amp; Annual Equality Report</b>	These are going to Healthwatch between now and 22 December for grading.  JS asked whether we can look at Healthwatch comments, in terms of grading, and could we review. LM said that the grading is done by Healthwatch. LM said that previous Healthwatch comments had been sent to report contributors to note.	
<b>6</b>	<b>Workforce</b>	Comments were received by South Gloucestershire Clinical	

	<b>Race Equality Standard</b>	<p>Commissioning Group and their scoring was:-</p> <p>NBT-60% UHB-25% RUH-5% Care UK-4% Others-7%</p> <p>LM said the percent was good for NBT, but couldn't compare figures from North Somerset or Bristol as these figures had not been published. LM said that the SGCCG noted that patient involvement was slightly down at NBT.</p>	
7	<b>Annual Equality Monitoring Report</b>	<p>LM said that she has had problems with the collection of data. Staff are not supplying the information to LM. LM said that for the next report, she plans to start requesting information in November 2016.</p> <p>LM said that she has asked the Equality Groups for their comments, and then these will be forwarded to Healthwatch. It was suggested that we should upload the draft version on the external website.</p> <p>LM to contact the Communications Team to action this</p>	LM
8	<b>BME History Month</b>	LM advised that an event is planned for BME staff and that Andrea Young will be attending.	
9	<b>Staff Equality Group Disability Staff Development Group</b>	<p>9a Staff Equality Group</p> <p>LM said that NHS England came and spoke to the group, which was helpful. They looked at the data from the SAS results.</p> <p>9b Disability Staff Development Group</p> <p>LM said she met with the disability group re: comments for the SAS, which highlighted that managers need further disability training. The most common comments were about reasonable adjustments. Angelo Micciche, Chair of the Disabled Staff Development Group, is currently looking at the Sickness policy to find out if we are disability confident and what the difference is between this and the 2 ticks symbol.</p>	
10	<b>Staff Attitude Survey</b>	<p>JS advised that when Paul Jones (interim Director of HR) was in post, he actively encouraged the HRBPs to hold focus groups in their directorates regarding the SAS results, together with a list of actions. The plan was for this information to be fed back to the Workforce Committee.</p> <p>LM said that she did ask the HRBPs re: quality but had not received anything from them. Harassment and bullying calls to</p>	

		<p>the phone line has also dropped off. JS said to LM to contact the union office.</p> <p>Action: LM to contact Ask HR, Unions and HRBPs</p> <p>JS said that three areas for improvement had been identified corporately following the last staff survey. These were;</p> <ul style="list-style-type: none"> <li>• Staff feeling valued</li> <li>• Incident reporting</li> <li>• Communications</li> </ul> <p>Deaf Champion: session was more to BSL than lip sync.</p> <p>Harassment and bullying helpline: 4 new advisors have been recruited for the H&amp;B helpline.</p>	LM
11	<b>Any other business</b>	<p>JS asked LM if there was anything that could be done to encourage attendance of the committee. She suggested, reviewing attendance one week beforehand; noting that the attendance that day was exceptional, and probably because of other meetings taking priority as a result of the Trust being in Special Financial Measures.</p>	
12	<b>Date of next meeting</b>	<p>Thursday 8 December 2016 (diary invites sent out) 1.30pm-3.30pm Seminar Room 16, L&amp;R1</p>	

**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	<b>OPEN</b>
16	All	Suggestion 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**

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	<b>OPEN</b>