

## Notes of Equality and Diversity Committee meeting

Monday 25 March 2013, Room 5, Academic Centre, Frenchay

	Item		Action
1	Present	Ken Guy      Dave Woods      Chris Evans Jayne Stone   Lesley Mansell      Mooi Tay Nick Stibbs  Maria Smith, Note-taker	
2	Apologies	S Sykes and S Curtin – unable to attend and present reports due to office move and staff sickness.	Move to Dec agenda.
3	Minutes from last meeting	June 2012: Minutes were not circulated previously. These minutes were agreed and recorded as accurate.  December 2012: points 6, last paragraph needs completing and point 8, first sentence needs rectifying.	LM
4	Matters arising	4a      Champions for staff and service users  LM has suggested that the Patient Experience Leads be asked if they would like to become equality champions as a natural extension to their role as some already work on these issues. LM has prepared a briefing paper to put to their meeting.  4b      NHS Equality Competence Framework Leadership CM  Cathy Meredith will be embedding this in the LEAD work.  4c      EIA for EDS on intranet  LM has compiled a tool kit for the Equality Impact Assessments and this will be published on the Trust's intranet page.  4d      Two Ticks – Insite article  The 2 ticks were re-awarded to NBT last year. LM has written to Comms and asked for an item to go into the Insite magazine.  4e      Age Legislation – work with SGCHS on the impact of this on commissioning. LM has	

		<p>delivered some training to the Senior Managers at SGCHS.</p> <p>4f Age – LM attended a conference on Age. The committee are asked to consider a project on this for staff, possibly linked with passing on skills. The biggest issue is the failure to transfer knowledge from older workers to younger workers. Ideas are invited for the next meeting on what initiatives we could undertake regarding age.</p> <p>We're currently struggling to appoint younger HCA's. Young people don't stay. It was asked whether posts should be advertised as apprenticeships? How can skills be retained when older people leave? Should mentoring be considered?</p> <p>4g Trans guidelines for staff – Dayley Lawrence to raise at JUC issue on staff doing jobs inappropriate to gender. It is thought this will depend on individual circumstances and very case will need to be looked at.</p> <p>17 other NHS organisations have requested these guidelines and very positive feedback has been given. NBT was also asked for advice on this and LGBT issues as we can demonstrate good practice.</p> <p>4h Census statistics for 2011 – A request has been made for someone to collate these as the format has changed.</p> <p>LM to ask A Tyler (Workforce Officer in HR) to look at the information and report back on figures for Bristol and South Gloucestershire, across the region and nationally. These are used to compare with NBT data.</p> <p>4i Training Needs Analysis for leaders – LM has asked Paula McLeod how this can be used to help with change.</p>	<p>All</p> <p>No of ?'s Ask HR</p> <p>DL</p> <p>PMcL</p>
5	Advice and Complaints	S Skyes sent apologies due to recent office move.	
6	Annual Equality	LM reported that 8 more directorates and 12 more	

	<p>Report 2012</p>	<p>departments have reported for 2012. The quality of the work has improved and the equality agenda is becoming increasingly mainstreamed across the Trust.</p> <p>For example, Pharmacy ran a pilot project for LD patients, to improve the community pharmacy service, the aim of this is to reduce errors. Easy read leaflets have been produced to explain the new system. Employment services investigated why lower numbers of BME and disabled people were being appointed. It was found that this is not due to discriminatory practices but due to candidates failing to provide the correct information about their skills and experience linked with the job description. The department is doing more work on this and will report back to this committee. The Emergency Department has received positive feedback about its equality notice board. Staff engagement work resulted in values being drawn up for the trust.</p> <p>Equality Delivery System: our objectives were set in 2012, after one year. This report shows that the Trust is maintaining its status of “achieving”.</p> <p>JS asked what happens next to this report. It was advised that it goes to the Workforce and OD committee before going to Trust Board. The Equality and Diversity report demonstrates how the Trust meets the PSED and has to be published annually. It will be added to the Trust website.</p> <p>KG asked the question on whether there was any requirement to send the report out externally. LM said that it must be published and the SHA checks on what Trust’s have done. KG also asked how our reports measure up against other Trusts and what are the benchmarks. LM supplies facts and figures to depts. on request.</p> <p>Overall we are becoming much better at reporting.</p> <p>The report was accepted.</p>	
7	<p>Annual Ask HR and Harassment and Bullying report</p>	<p>S Curtin sent apologies she had to cover due to sickness in Ask HR.</p> <p>This will be rescheduled for the June meeting.</p>	<p>MS</p>
8	<p>LGBT History Month</p>	<p>Two equality events occurred during February 2013 and these were</p> <p>a) Gender Identity</p>	

		<p>b) LGBT seminar</p> <p>The Lord Mayor, Councillor Peter Main attended the LGBT seminar and talked about his experience as a gay man in this high profile role.</p> <p>Both events were fully booked and attended and positive feedback was received.</p> <p>LM also advised that Dr Nigel Jones, consultant, had agreed to become a champion for LGBT and would like to be involved more. Nigel is invited to attend the Equality and Diversity committee meetings.</p>	
9	Terms of Reference	<p>These were discussed and Simon Wood made some suggested amendments. Discussion centred on:</p> <ul style="list-style-type: none"> <li>a) Do we need to change the quorum?</li> <li>b) JS advised that there is an NBT template which has all the headings and NS said he would email this to LM.</li> <li>c) Membership of this meeting to be reviewed.</li> <li>d) KG said that someone should attend from HR to give a message to the Board that we have an active group.</li> <li>e) LM advised that every quarter the report goes to the Workforce Committee as a highlight report.</li> </ul> <p><b>Actions</b></p> <ul style="list-style-type: none"> <li>1. Need a list of job titles/positions on who should attend.</li> <li>2. Need to have a balance of staff and equality</li> <li>3. Possibility of having core members and ask a GM to attend. LM to discuss with SW.</li> </ul>	<p>NS</p> <p>SW/LM</p> <p>SW/LM</p>
10	Recruitment statistics, BME and disability	<p>The Board noted that fewer BME and disabled people were being appointed in 2011. It was reported that Employment Services have not found any evidence of discriminatory practices. They have found that applicants' applications tend to ignore the job description when applying.</p> <p>Dave Woods, representing Peter Russell, gave an account of the process that Employment Services had recently conducted to help and identify difficulties and to offer solutions.</p> <p>One possibility discussed was to organise events in the community and link with Ujima Radio.</p>	

		<p>Ujima Radio CIC (Community Interest Company) is a Bristol Community radio station Source: <a href="http://www.ujimaradio.com/about/">http://www.ujimaradio.com/about/</a></p> <p>Lots of work has already been done on this. CD asked are we asking the right questions? A discussion followed about how BME people fill in application forms when applying for posts in NBT. The committee will be updated.</p>	PR Dec 2013
11	International Women's Day	<p>LM organised two events and an exhibition.</p> <ul style="list-style-type: none"> <li>a) Breakfast with Marie-Noelle Orzel, the Chief Executive provoked a lively debate with good feedback.</li> <li>b) Helen Holland, leader of the Labour group at Bristol City Council, gave a very thought-provoking presentation which is very well received.</li> </ul>	
12	Annual Information/ Complaints log	<p>LM said she doesn't receive all complaints but when she does a log is kept. Questions are also asked, mainly by staff about patients. This gives and indication of areas that may need attention. The largest number received are about disability followed by race. These are referred on to the relevant department.</p> <p>The calls LM receives relate to:</p> <ul style="list-style-type: none"> <li>a) Disability</li> <li>b) Race</li> <li>c) Religion</li> <li>d) LGBT</li> <li>e) Recruitment</li> <li>f) Access to equipment</li> <li>g) Advice and information</li> </ul>	
13	EIA – Urology	<p>All had the report given by UHBristol which is a thorough report. This was accepted. This may now be published.</p>	LM
14	E&D Manager – quarterly work report	<p>A report of the work carried out in the last quarter includes: annual equality report, disability history month, BME mentoring (there are now 30 people who have been trained and some paired up with a mentor/mentee), International Women's day (IWD) LM gave a live broadcast promoting IWD &amp; NBT on Ujima Radio.</p> <p>MT asked about members attending the staff equality group. LM said that the next meeting has</p>	

		<p>been scheduled at 5pm to help those working during the day and unable to attend during working hours.</p> <p>SW and KG thanked LM for all the work she has carried out.</p>	
15	AOB	<p>Congratulations to the Chaplaincy Service for being nominated for an excellence in healthcare award.</p> <p><b>Questions raised</b></p> <p>KG asked that whether there was an analysis of the last set of staff survey results – these should be presented at the June meeting.</p> <p>Equality and Diversity training: is this a mandatory requirement? is there enough take up? - The figure has increased for 2012 in the SAS.</p> <p>Equality training is not mandatory requirement. JS said that the content of the e learning version is being appraised. LM offers E&amp;D training sessions. She highlights equality and diversity during the 15 minute slot at the corporate induction session which is receiving positive feedback.</p> <p>As a Trust we need to be concentrating on the Top 5 stats re training.</p> <p>CD asked how many managers would have done equality and diversity training? This figure is not known. Some managers have done E&amp;D training; this is also highlighted at recruitment stage. Currently building up information to go on the intranet site. We could also link this added to the Trust values.</p>	<p>JS See also Annual Equality Report</p>
	Date of next meetings	<p>10 June 2013, 11am-1pm Venue: Academic Centre, Room 5, Frenchay</p> <p>30 September 2013, 11am-1pm Venue: tba</p> <p>10 December 2013, 11am-1pm Venue: tba</p>	