

Notes of Equality and Diversity Committee meeting

Tuesday 2 December 2014, Vachell, Level 6, Gate 10, Brunel

	Present	<p>Harry Hayer (Chair) Dayley Lawrence Kim Donaldson Nick Stibbs Robert Baker</p> <p>Christine Falco Jayne Stone Lesley Mansell Nigel Jones Sue Jones</p> <p>Dave Collins Ken Guy Mooi Tay Peter Russell</p> <p>Maria Smith – Note taker</p>	
1	Apologies received	Steve Sykes, Stephen Oram, Juliet Winter, Linda Hicken, Diane Cornish	
2	Welcome	<p>Harry Hayer welcomed everyone and explained that Simon Wood, who has been overseeing this committee for the last five years, will be stepping down and that HH will now take over as chair.</p> <p>A decision also has been made that this committee will now report to the Workforce Committee.</p> <p>HH has developed 4 work streams and equality touches all of these areas, they all need to be used as a platform. The work streams are:-</p> <ul style="list-style-type: none"> • Workforce management • Staff experience • Leadership/leadership development • Team working 	
3	Minutes & Actions from last meeting	<p>HH asked for an update on the previous Action List (September 2014) and to clear items that have been completed.</p> <p>The Minutes for 30 September 2014 were agreed and recorded as accurate.</p> <p>(An updated Action list is at the end of these minutes)</p>	
4	Matters Arising	<p>4a) E&D Policy</p> <p>JUC have received this. JS to have last comments before the end of December and then this will go to JUC in January 2015.</p> <p>4b) Equality notice boards in Brunel</p> <p>LM spoke to Ruth Sidgwick. Notice board can be placed outside Vu restaurant on level 5 and Gate 29 on level zero. LM to ask HH to sign off.</p> <p>4c) 12 hour shifts</p> <p>Sue Jones' project team look at the impact of what the relationship is between 12hr shift and the impact assessment.</p>	<p>All</p> <p>To approve form & to go to Carillion</p> <p>HH & EL to involve new deputy</p>

5	Trust Board Report	<p>Took the E&D Annual report and Statistics to TB to note and endorse; this then generated a discussion in two key areas for the next report.</p> <ol style="list-style-type: none"> 1. Need a shorter report and more specific. TB had a discussion with the expert group re: approach to equality and Health Watch. This committee to review feedback received. 2. Identify 2, 3 or 5 commitments that NBT can do. HH asked the committee to make commitments. LM gave the committee an outline of the Volunteer group comments that had been given. HH has already been briefed by Andrea Young. <p>RB said that the E&D Committee should have really commissioned this. SJ asked whether this has happened to other trusts. LM advised that the Diamond Cluster is made up of NHS organisations in the BNSSG. LM had a meeting this morning with the Diamond Cluster and Equality Managers of Health Watch and Bristol Community Health, North Somerset Community Partnership. It seems that the information given by the Volunteer group is from an individual instead of the group. HealthWatch will manage the group now, they have their own standards and use the Nolan principles.</p> <p>At the AGM some of the members made a comment to TB which was a surprise. NJ said that the lines of responsibility, level of criticism didn't seem to be in line with their credibility. We need to have a stakeholder group with experts. We need to hear from Health Watch in future. Does it have a formal role? LM said they have funding from the CCGs to manage the group. HH said the E&D Committee needs authorisation for future groups.</p> <p>In response to the letter received HH has written to Katherine Demeter to acknowledge receipt of her letter. TB has said that we will do a response. LM has drafted a response and the committee are asked to send her comments before the response is sent. HH said he will relook at letter.</p> <p>LM asked for comments back by 12 December. The final letter will be sent out by Andrea Young.</p> <p>Just to note that Health Watch also gave comments on the Annual Equality report which LM has responded to.</p> <p>HH asked the committee to think about what the priorities will be for the next year.</p>	<p>HH</p> <p>LM</p>
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6	Terms of Reference	Terms of Reference - HH/LM to look through ToR to endorse and take to Workforce Committee	HH/LM
7	Two Tick Disability Symbol	LM advised the committee that NBT had been assessed by Job Centre Plus, which included taking information from the annual report. Job Centre Plus have awarded the symbol for another year.	
8	BME Career Development Group, annual report and update	<p>A group met in October 2013 following figures of where BME staff are looking for career progression. We have 36 BME staff on the Career Development list and 20 mentors. It would be interesting to track to see if BME staff have benefitted and had a career move as a result of this.</p> <p>It was said that perhaps some BME staff may feel intimidated at being mentored by a senior manager.</p> <p>Sue Jones has invited BME nurses/midwives to be involved. It was also mentioned that the Brunel doesn't feel diverse e.g. reception area, move makers.</p>	
9	Disability Group update	RB is NBT's Disability Champion and said that disability is a priority for the Trust Board next year. RB, together with LM, met with a small but growing group. KG asked about figures for the Trust as these are low.	

10	NHS England – EDS/Race Equality Standard	LM said that NHS England have notified that these will be made mandatory next year.	
11	Equality priorities 2015/16	<p>a) Gathering annual equality and stats info</p> <p>LM proposed introducing an Equality Standard with a gold, silver and bronze scheme instead of RAG. Equality Certificates may then be displayed in depts.. This will be raised with service managers, to help gather information. We will have better quality of information to go into our next report and it will also show areas of good practice in the Trust. A suggestion was to use the NBT twitter page to promote this. LM will ask Comms for their advice re publicity.</p>	LM
12	E&D Manager's work report	LM gives the committee a report on the work that she has completed every quarter. However, it was decided that LM should just do a highlight report linked to the objectives of the Trust.	
13	E&D Committee – review of previous meetings	<p>HH asked the committee what has worked and what hasn't and asked for comments.</p> <p>Worked</p> <p>DL: helpful to have reports</p> <p>DC: more working group and share actions</p> <p>NJ: it sounds important that Trust adhere to where work should go if not this group?</p> <p>Not worked</p> <p>PR: struggled with what has worked well. LM usually does talking, guest speakers, private sector</p> <p>JS: is this an overseeing group? Not a lot of discussion</p> <p>RB: doesn't engage mainstream and focus what is the core purpose</p> <p>KG: Group wanted a non-Exec, I agreed to attend once a year, attending more and builds a picture. In a development phase to embed in organisation, deal with equality as everything else, think about refocus and wider issue of engagement generally</p> <p>HH noted that there are two reflections</p> <p>1. E&D is everyone's business and HH will have discussions with the group</p>	

		<p>2. E&D means different things as it is usually all lumped in together</p> <p>RB asked do we have the right audience at these meetings here e.g. HR, clinicians as we need to make this group relevant. SJ said from clinical staff it is sometimes difficult to release them to attend.</p> <p>HH then asked each member of committee why they are here.</p> <p>NJ As LGBT Champion KD Volunteered CF From CCHP East Central Bristol, volunteered to represent NS Governance and have evidence what we are doing, nice to see directorates here DC Staff side E&D – signpost in Facilities LM Important place to come to ensure Trust is safe and good. Will now have a different direction DL Facilities – Soft FM, lots of ethnic minority, LGBT officer for Unison, LGBT Labour South Glos PR Transaction/HR driving through to ensure equality comes into the organisation. See difference and progress. RB To connect with workforce agenda and strategy, and also disability group champion JS In portfolio as lead, area of interest but concerned as HR dominate the meeting. HH Ability to use influence to make things happen, give leadership to give impact.</p>	
12	Any other business	<ul style="list-style-type: none"> • ToR bring back next meeting • Meeting evaluation for next meeting • More discussion has taken place 	
13	Items for next meeting	<p>Annual complaints (patients) report Family and Friends Test (patients) E&D Committee – review of previous meetings</p>	
14	Date of next meeting		

ACTION LIST: DECEMBER 2014

Item	Name/s	Action	Deadline
	LM	To invite Patient Experience Lead, June Hampton to next meeting	Due Jan 15
4a	All	E & D Policy; to have last comments back to JS	31 Dec 14 DJ
4b	LM	For HH to sign off form for Carillion to put up notice board by Vu restaurant	TBC
5	LM	Comments back for final letter to Katherine Demeter	12 Dec 14 Done
5	RB	Letter to Katherine Demeter to be sent from Andrea Young	w/c 15 Dec 14
5	HH	Will relook at letter before being sent to Katherine Demeter	
5	LM	Report on disabled/wheelchair access on entering the Brunel	By next meeting
5	LM	To ask Ian Triplow to include in bus planning	By next meeting
5	HH/LM	HH/LM to go through priorities and send to committee by email in January 2015	January 2015
5	LM	Annual planner of interventions to be produced for the committee	January 2015
11	LM	NBT twitter page LM will speak to Comms.	Done. Not appropriate.

COMPLETED LIST: DECEMBER 2014

Item	Action	Completed by
1	Age – ideas for project – knowledge of transfer mentoring for when staff retire from the Trust	MT: older people may need IT/support
2	Orientation tours for disabled people in Brunel. LM has met with S Evans Tours done and the hospital is compliant with DDA. Some disabled people were not happy with the access to the entrance to the Brunel building, however, there were issues around disabled parking and wheelchair access and SW advised that these issues have been raised separately with Carillion.	Done
3	Patient experience leaflet – liaised with Learning Disability Nurse. LM to go back to Comms.	Done
4	Bed call buttons. SW advised that this was noted however the call buttons are standard and cannot be changed.	Done
4c	E&D Committee reporting – Contact Eric Sanders (new Trust Secretary) to give a view on governance and committee structures.	
4e	Equality notice boards in Brunel – Ask Ruth Sedgwick about a possible space for these.	Done
4g	EIA - 12 hour shifts to be chased.	Done
4g	Annual report to go to workforce committee before going to Trust Board.	Done
5	All to reply to JS. Terms of Reference - Suggestion was made re: having a steering group which would guide and oversee the work plan and a 'doing' group. H Hayer may want to redesign structure	Done
6	Speak to HH re: disability/access requirements required re: training.	Oct/Nov 2014
7	BME mentoring – verbal update given by LM.	Done
8	Harassment & Bullying comparison requested of statistics with Unions info.	Done
9	Publishing staff numbers by band for BME 2013 report, due January 2014. Done and included in report.	Done
10	Recruitment of staff – discuss, summarise and put compliance/assurance recruitment strategy to attract to the widest variety of staff e.g. BME, disabled.	Done
14	New staff engagement post proposed will also have responsibility for E&D. The committee has opportunity to provide comments on consultation. Contact Cathy Meredith for further information.	Done

