

Notes of Equality and Diversity Committee meeting

Monday 31 March, Seminar Room 10, L&R Building, Southmead

	Present	Simon Wood (Chair) Juliet Winter Nick Stibbs Maria Smith - Note-taker	Lesley Mansell Dave Collins Steve Oram	Mooi Tay Jayne Stone
1	Apologies received	Ken Guy, Dr Nigel Jones, Robert Baker, Peter Russell		
2	Welcome	SW welcomed all to today's meeting.		
3	Minutes from last meeting	Minutes were agreed and recorded as accurate.		
4	Matters Arising	<p>4a Two Ticks Symbol – Insite Article</p> <p>2 Ticks symbol is accredited to NBT for another year and an article was published in the Insite magazine. SW asked whether we should put this into another publication. LM to look at.</p> <p>4b Age – ideas for project – knowledge transfer mentoring</p> <p>No response received. If nothing active is there something we can do like set out what we want to promote or examples from other places. LM to bring to next meeting.</p> <p>4c Terms of Reference amended</p> <p>ToR has been amended by LM; To ask who will be attending regularly e.g. GM of W&C. New ToR to be emailed out to Equality & Diversity Committee and record if any one objects.</p> <p>4d Easy Read Leaflets</p> <p>A list was presented which are service specific guides. Are there any more around disability/ accessibility? JW said we need the top 5 or 10 leaflets from Comms. JW said we could link up with Emily Greentree as Emily has worked in this area previously. We need to target specific groups e.g. foreign nationals, English not spoken as a first language. SW said our work is to promote these and could work through Emily Greentree. SO mentioned to go through maternity services to see what is needed. SW said we need a master list of leaflets and then start to promote them.</p>	<p>Action</p> <p>LM</p> <p>LM</p> <p>LM</p>	
5	Annual	LM said that it was difficult to get a good set of responses as in		

	<p>Equality Report</p>	<p>previous years (this could be because of the impending move to the Brunel). From the template designed, LM received 3 replies and had to pull out achievements. Most of the work reported is being done in HR. Business planning process hasn't worked and not included the EDS objectives. Due to the lack of evidence the grading has been changed to "Developing".</p> <p>As previously, this report was done over a calendar year. The report date was January 2014.</p> <p>Next year it was stated this needs to be collated to the financial year end. Therefore, might have to add more information to compete to year end. JS said that the report should be about quality, not quantity, and to focus on what we need from the EDS and practice. Need appendices so easy reading on the internet. Focus on objectives and what we are required to do on EDS. In future it will be reported at the June meeting.</p> <p>JS asked LM about the re-grading, LM explained as above. SW asked for LM to state on report who has seen the report before coming to the next meeting. LM was asked to do another trawl to find further information to resubmit for next meeting.</p> <p>SW thought we didn't have enough robust business plans and LM should have a conversation with Ann Fillis who is currently redoing the business planning template. Any concerns from last quarter will be pulled together.</p> <p>If we are out of kilter with the legal time scale for reporting we will justify this as it is in line with our financial and business planning process.</p> <p>The timetable of equality events was requested for next year. LM will draft out a list.</p>	<p>LM</p> <p>LM</p> <p>LM</p>
6	<p>Annual Equality Statistics Report</p>	<p>This report goes together with the Annual Equality Report. The BME career progression work started last year it is too early to see any impact. Fewer BME staff were recruited compared with 2009. Evidence shows that is that the figure for BME staff is 2% below the average for the BNSSG area.</p> <p>The mentoring programme with senior managers is a positive move and BME staff (22 members) need to commit to this process. SO asked whether we could have someone from L&R managing this instead of LM conducting this. JS said she would find out from staff development.</p> <p>Equality monitoring figures are not improving. A question was asked about how this fits with the Family and Friends test for staff. How do we connect costs and deprivation in groups into our business case? Family & Friends test cards for staff is being developed however the equality monitoring information</p>	<p>JS</p> <p>JS</p>

		<p>will not be collected. It would be good to go forward on social change.</p> <p>With regards to the Annual Equality Statistic report, JS to consult with HH/RB on who should see this reports. Need to know what is in place as this is a legal requirement.</p>	JS
7	Patient Experience Strategy	<p>JW will give information on the quantitative surveys, patients' survey and Family & Friends tests. Would like more technical questions back to give more profiling information. Collecting information from Cerner not conclusive and hopefully would have quality information from wards and give real time reporting.</p> <p>Quantitative: more in-depth and patient experience, how is this taken to directorates? Clinical governance have quality meetings.</p> <p>Need to evaluate the Trust on why we are asking these questions. JS said people need to know what happens to their quality information. Need to be more creative on how we collect the information.</p> <p>JW asked about what do we do with the information next? We can look at it, need to target this towards the minority. JW also asked what to bring from PES to this meeting?</p> <p>We need to identify:-</p> <ul style="list-style-type: none"> • what we are to target and view the outcome of what we have done; • what has made a difference and had a positive outcome; <p>JW and LM to discuss where this will start. MT said we already collect data, who looks at this data? selling the story to clinical staff, is a good idea.</p>	JW/LM
8	Brunel Building, Southmead Hospital: Bristol Access Statement	<p>Committee asked for this information re: signage and access. Tours have been arranged for disabled staff. Those that attended in wheelchairs gave good comments. We also have to consider Hearing and Assistance dogs – two more tours are being carried out. DC asked if there was a snag list. SW said after 6 May is becomes a defective list with Carillion.</p> <p>How do we advertise equality matters in the new hospital? There are TV wall mounted screens and Lesley has sent a list of suggestions to Comms on this. An arrangement needs to be made to accommodate the equality notices boards which are currently in the corridors at Southmead and Frenchay. SW is already looking into this.</p>	SW
9	LGBT	Two events were held during February 2014	

	History Month	<p>1) Seminar on sexual orientation with Stephen Williams MP Minister for Communities and Local Government</p> <p>2) Seminar on the History of Transgender Medicine with Cheryl Morgan Co-Chair of Out Stories</p> <p>These were both fascinating seminars and both received excellent feedback from those who attended.</p> <p>Exhibitions – The Pink Exhibition which features LGBT staff was displayed in the L&R building and on the equality notice boards.</p> <p>The Out Stories exhibition was in the Kendon restaurant. However this was taken down without notice.</p> <p>SW said there needs to be a discussion around this and how exhibitions are managed in the future.</p> <p>Ideas are for future exhibitions to be either staffed or have a contact point. Need engagement with staff re: exhibiting and we need to know the results of having exhibitions up and will need to look at how we display exhibitions in the new hospital.</p> <p>LM advised that the exhibitions had received positive feedback. This year there were no complaints.</p> <p>Displays: there may be an exhibition for the Gypsy Romany Traveller month in June. Also Equality and Human Rights week and IDAHOT day (International Day of Homophobia and Transphobia) Day during May.</p>	
10	International Women's Day	<p>Two events were held during March 2014</p> <p>1) Breakfast seminar: with Andrea Young, Chief Executive Andrea was very pleased with the outcome and asked for similar events to be staged before next year's date. She also agreed to sign a statement on respect and dignity.</p> <p>2) Seminar: Inspiring women with Kerry McCarthy MP There was a very interesting discussion including Kerry's work on the all parliamentary committee on abuse and violence. She is linking up with a health visitor who was present on Female Genital Mutilation.</p> <p>All feedback from both sessions was excellent.</p>	
11	Equality Policy Review – new statement	<p>The Equality policy was due to be reviewed. The E&D Committee previously noted that NHS Employers have a statement and not a policy. LM has produced a statement.</p> <p>SW said he was in favour of a statement; however, to guide the</p>	

		<p>organisation a policy is required. JS asked how we evidence if it's just a statement; LM said monitoring could be included in the statement.</p> <p>LM to add and send to JS before sending to the Committee for approval.</p> <p>LM to relook at old policy. We will need policy and statement for two separate audience; staff and patients.</p> <p>We need commitments to deliver this.</p> <p>LM to draft policy as well.</p> <p>LM said all policies should refer to the equality statement however, in some cases they may need to explain further, for example there was nothing in the Redeployment Policy about disability.</p> <p>The statement had been circulated to the 30 volunteers who attended the equality training and will form a panel to comment on service delivery by the Trust.</p>	<p>LM</p> <p>LM</p> <p>LM</p>
12	E&D Manager's work report	<p>LM went through her work.</p> <p>BNSSG Diamond Cluster training 2 sessions were held and attended by people with diverse backgrounds. They will form a panel to comment on policies, practices and service delivery for NBT.</p> <p>Annual logs of advice and complaints were presented. These give an indication of the type of issues that are raised. In both cases the largest number are about disability followed by race. Advice was given in all protected characteristics except marriage and civil partnership and pregnancy and maternity.</p>	
13	Any Other Business	<p>DC: Asked about the 12 hour shifts as this is being raised by staff. They feel they are being discriminated regarding arrangements with childcare. SW advised that a full consultation has already been done and asked if this was being asked as an equality issue from a process point of view. LM asked if an EIA had been carried out to this. To contact Louise Smith to check.</p> <p>LM: Received an NHS BME conference flyer from the CEO's office asking for 2-3 delegates to attend from the Trust. SW suggested asking charitable funds for help with this. He wants to know how this will benefit the Trust.</p>	LM
	Date Next Meeting	Monday 9 June, 1.30pm-3.30pm Seminar Room 2, L&R Building, Southmead	

ACTION LIST: MARCH 2014

Item	Name/s	Action	Deadline
1	LM	Age – ideas for project – knowledge of transfer mentoring	Report for next meeting
2	LM	Orientation tours in New Year and LM to attend in February 2014. LM to chase Sue Tancock & Sue Evans re: access and training for disabled staff to ensure EDD compliant	Report for next meeting
3	LM	Patient experience leaflet	Before next meeting
4	DrNJ	Bed call button to be raised with Heads of Nursing by DrNJ, Information given to SW.	ASAP
5	LM	AY/RB – photo for Insite magazine – to be arranged	ASAP
6	RB	Speak to HH re: disability/access requirements required re: training	ASAP
7	LM	BME mentoring: Need to talk to Cathy Meredith about this together with HH.	Report for next meeting
8	LM	Terms of reference needs to be revamped and updated and to be endorsed at next meeting	Email RB
9	LM	Publishing staff numbers by band for BME 2013 report, due January 2014	ASAP
10	LM	Discuss and summarise and put compliance/assurance recruitment strategy attraction to the widest variety of staff	Report for next meeting
11	LM	To revamp Annual Equality Statistics report 2012 and put on Internet.	By 30 January 2014