

Notes of Equality and Diversity Committee meeting

Friday 18 December 2015, Seminar Room 17, Learning & Research, Southmead

	Present	Paul Jones (Chair) Nick Stibbs Peter Russell Nigel Jones Mooi Tay Ken Guy Lesley Mansell Cathy Meredith Robert Baker	
		Audrey Howells for item 6	
		Maria Smith – Note taker	
1	Apologies received	Jayne Stone, Nicole Bacon, Linda Hicken, Gill Brook, Simon Wood, Nishan Canagaraiah	
		PJ advised that RB will be arriving later.	
2	Welcome	PJ welcomed everyone here today.	
3	Minutes & Actions from last meeting	The Minutes for 30 September 2015 were agreed and recorded as accurate.	
4	Matters Arising	<p>a) Respect and Dignity Statement</p> <p>LM advised that Andrea Young will sign the Dignity and Respect Statement on 16 January 2016. This will be publicised throughout the Trust.</p> <p>b) MLE Equality package reviewed and updated – Skills for Health to reply</p> <p>LM suggested breaking the Skills for Health training into modules as currently it's too long (99 pages) and not appropriate for all staff. Other suggested amendments were also made e.g. bringing it up to date, including information on why we monitor and the need to ensure that Gender Identity information is added. SfH say they are reviewing the package is planned to replace the current one. To be reviewed at next meeting.</p> <p>c) Risk Assessment</p> <p>It was agreed to carry this over to the next meeting.</p> <p>d) ESR Self-Service, disability monitoring (IBM new contractor)</p> <p>IBM is taking over the provision of the ESR system; LM has requested that IBM add disability to the self service system. This should be loaded up as of 31 December 2015; LM will check this and look at</p>	<p>LM</p> <p>LM</p> <p>LM</p>

		<p>advertising this widely.</p> <p>e) Sickness policy review – sickness recording and disability.</p> <p>Ongoing – the disabled staff group are keen to see disability related sickness recorded separately and have suggested this could be done using return to work interviews.</p> <p>f) Corporate Equality Champion – Dr Liz Redfern, Religion and Belief Champion</p> <p>Dr Liz Redfern will be invited to the next E&D meeting. LM and Dr Redfern will also meet early next year. PR asked whether there was a leaflet available to send out to new starters, bank and partner agencies.</p>	JS
5	Equality Monitoring	<p>It was explained that NBT has a legal responsibility to show how it meets the public duty and the progress it makes on equality. LM set out the benefits of monitoring for patients and staff. Despite NHS England's mandatory requirements a number of systems, used by the NHS are not fit for purpose e.g. the ESR. The FFT surveys omit equality categories although NBT includes this on the one for patients. The CQC and CCGs are asking increasingly in depth questions about the equality work and the Trust must meet these to retain its contract. The paper sets out the range of actions NBT already undertakes, this includes raising this with NHS England which will be followed up.</p> <p>The Committee is asked for suggestions on possible future actions.</p> <p>PJ asked if highlighting areas e.g. race equality monitoring there is anything specific we need to prioritise regarding data collection. LM will be collecting the annual data from January 2016.</p> <p>KG asked what the levels of monitoring in Lorenzo are – need to cost it up and report back. LM will come back with an update for next meeting.</p>	All LM
6	FM Equality Monitoring	<p>Audrey Howell has been training E&D to Facilities staff. AH first reported on using the E&D e-learning package and had 5-6 attempts to complete it – not working correctly. AH then asked LM to arrange classroom sessions for porters, domestics etc. as some Facilities staff have limited access to computers. These were ad hoc sessions which were very successful and very positive. It is difficult to release time for staff for half or full days training therefore these training sessions were shortened to 30 minutes. However,</p>	

		<p>the E&D training is also covered by LM in the Trust's induction programme.</p> <p>PR said that AH has made a real difference re: training FM staff on diversity and congratulated on this being well done.</p> <p>It was also noted that 40% of Facilities returned their staff surveys forms.</p>	
7	Equality Delivery System and Annual Equality Report	<p>To ascertain the grade overall, 1 meeting was held and gone through and so far agreed on the grade. SJ said that as an internal governance, this will then go through to Workforce Committee and then to Trust Board.</p> <p>Will stakeholders have an input? LM advised that in January 2016, external stakeholders which have been selected from Health Watch and also gone to the Staff Equality Group for comments.</p>	
8	Celebration of Age event Bristol	<p>NJ attended the Celebration of Age event, which is linked into Bristol City Council and briefly showed a PowerPoint presentation of all activities and partnerships relating to the older population of Bristol. NJ said that he would attend the next one being held on 3 February 2016.</p> <p>PJ asked whether we had an Age Champion? LM said that this was looked at before and including demographic of around transfer of knowledge when staff retires. PR said that we prepare those retiring with pension and retirement workshop. It was also discussed on how difficult it was to find out information on the intranet when staff want to retire.</p> <p>Ask HR website to advise on steps on how to retire.</p> <p>The Committee asked for retirement projections for next meeting.</p> <p>Gill Brook delivery of Services on next agenda – elderly care</p>	<p>LM/Ask HR</p> <p>LM/Ask HR</p> <p>LM</p>
9	Religion and Belief Guidance/Standards	<p>These have been finalised after widespread consultation with FM staff and FM managers and Staff Side. LM included this in training since August this year. Pilot will be held in FM and feedback requested at the end of March 2016. If this goes well the documents will be rolled out across NBT. LM to report back.</p>	LM
10	Staff Equality Group Report	<p>The meeting was notified that the Disability Staff Development Group wish that NBT sign up to the Deaf Charter. This has 4 pledges that cover the whole to the Trust. A meeting is arranged with the Head of Audiology to look at an initial assessment there as issues have been raised. This may lead to actions that could have an impact across the Trust. Other initiatives may then need to be agreed. This is a long term project to work towards achieving.</p>	

11	Autism Act 2009 & Social Care Act 2009	<p>We need an e-learning package and should include Autism in E&D training. LM has already included this.</p> <p>LM said that we would have a half-day session workshop for Autism. We need more training next year and e-learning package.</p> <p>Disability Act already required accessible formats. The Autism Act stipulates that requests need to be recorded and shared with other health care providers. LM has raised this with Comms who provide the translating and interpreting service.</p>	
12	NHS Employers Equality Conference	<p>Diversity Dividend - CM and LM attended this conference. CM gave a very thorough description of the content.</p>	
13	E&D Manager's work report	<p>A report was included in the papers. This was accepted with thanks</p>	
14	Any Other Business	<p>Trust Board – training by Roger Kline. Roger's specialty is diversity including NHS race equality standards and Snowy Peaks; also produced the Kingston report. Roger gave a presentation to the board and each Exe was given personal objectives. KG said it was very interactive and there were good opportunities to take a lead role to guide us through what we need to achieve. We know that there's a disproportionate of promotions of BME in the Trust. What can we do/Trust Board do? We need a strong message, leader and build up relations, explicit on our trust values which will have benefits of diversity e.g. to our patients. This has been raised at the Board re monitoring reports. Do we have sufficient monitoring? NS said we do have policies but we need to review our diversity report by our next meeting. Information was shared from the masterclass; what do we need to do?</p> <ul style="list-style-type: none"> * mentoring * secondment * hire in practice <p>and set priorities for next year</p> <p>Value Based Recruitment has had an impact on GM with measurements against values. Can look at case studies on NHS Employers and PJ asked what more we could do for positive action initiatives in recruitment.</p> <p>LM listed out our current Equality Champions as follows:</p> <p>Catherine Phillips - Equality</p>	

		<p>Ken Guy - Equality Lead Simon Wood - Disability Nishan Canagaraiah - BME Kate Hannam - Gender Nigel Jones/Lesley Mansell - LGBT Helen Curry - Deaf</p> <p>It was noted that not many BME staff are represented in any Band over Band 5 with the exception of doctors. Catherine Phillips will be looking into this with Andrea.</p> <p>LM will be sending the promises given at the training with Roger Kline to board members. Which will be considered for a work programme for next year.</p> <p>Training needs analysis for E&D Committee; bespoke to equality was carried out but received very few responses.</p>	LM LM
15	Date of next meeting	Wednesday March 9	

ACTION LIST: DECEMBER 2015

Agenda item	Name/s	Action	Deadline	Status
4a	LM	Respect & Dignity Statement for CEO to sign off/launch.	Jan 2016	Done
4b	LM	To look at Skills for Health equality training package, a new package is planned to replace the one on MLE	To be reviewed at next meeting	Chased. Wait reply
4d	LM	IBM to add disability to ESR on 31 December 2015 – LM to chase IBM	ASAP	Done
	LM	Once IBM have installed disability on ESR, LM to contact Comms for communication	When 4d completed	Item in March Eq Newsletter
4f	LM	To invite Dr Liz Redfern, Religious & Beliefs Champion	Once E&D dates arranged	Agreed. Done
9	LM	Rel. and Belief guidance docs. LM to report back on pilot in FM.	June 2016	OPEN
16	All	Suggestions to LM re: monitoring to prove what we do	Report by next meeting	None received
17	LM	To collect data from January 2016 re Race equality monitoring	Report by next meeting	Requested for 2015 for staff
18	LM	To request Lorenzo monitoring categories	Report by next meeting	Requested
19	Ask HR	To update HR intranet site with information on “How to retire from NBT”	ASAP and report by next meeting. Policy Reviewed.	Done
20	LM/ Ask HR	To find out retirement projections for 2016	Report by next meeting	Requested
21	LM	To invite Gill Brook to next meeting	Once E&D dates arranged	Done
22	LM	To talk to Gill Brook/Comms re accessible formats for patients	ASAP and report by next meeting	Done
23	LM	To contact Eric Sanders and ask for notes taken from Roger Kline’s training session	ASAP	Done

24	LM	To provide an E&D programme for 2016	ASAP and email programme to E&D Comm before next meeting	Done
25	LM	To complete training needs analysis for E&D Committee	ASAP and email programme to E&D Comm before next meeting	Info requested 2 replies.