

Notes of Equality and Diversity Committee meeting

Monday 10 December 2012, Room 16, L&R Building, Southmead

| | Item | | Action |
|---|---------------------------|---|--------|
| 1 | Present | Simon Wood (Chair) Lesley Mansell Jayne Stone Chris Davies Peter Russell Dayley Lawrence Nick Stibbs Maria Smith Note-taker | |
| 2 | Apologies | Ken Guy, Harry Hayer, Robert Baker, Mooi Tay Juliet Winter | |
| 3 | Minutes from last meeting | Minutes and actions from previous meeting held on Tuesday 16 October were agreed and recorded as accurate. The minutes of the meeting on 11 June 2012 were not available. These will be presented at the next meeting for approval. | MS |
| 4 | Matters arising | <p>4a Champions for staff and service users</p> <p>Harry Hayer suggested this and it is hoped to look at this next year.</p> <p>4b NHS Equality Competence Framework Leadership</p> <p>LM spoke to Cathy Meredith as this work is quite complicated. Found it difficult to score and need to find out how this is embedded in the Leadership.</p> <p>4c EIA for the Equality Delivery System (EDS) to be published on the Intranet</p> <p>LM is compiling a tool kit for the EDS, which will go on the Intranet. A new form is also being drafted to assess the impact of equality. This is to be considered by the Diamond cluster, NHS sub regional group of equality managers, in the new year.</p> <p>4d Mindful Employer – Insite article</p> <p>The Insite article is still pending as the photo needs to be updated with M-NO. Information on Disability History Month needs to be available for next edition.</p> | LM |
| 5 | Advice and complaints - | It was noted that Steve Sykes is unable to attend today. | |

| | | | |
|---|---|--|----|
| | Presentation | | |
| 6 | New chaplaincy building - Presentation | <p>Jo Anyon was invited to give a presentation on the development and design of the new chaplaincy building which is named Sanctuary.</p> <p>We will have an integrated bereavement and multi-faith building which has been designed with ritual space; this can be used by all faiths and non-faith.</p> <p>CD manages the bereavement work and has also been advising UHB on their design of a chaplaincy building. CD also said that working with parents of deceased babies is done well and this is recognised in the Trust.</p> | |
| 7 | Update on Cerner training and equality - Presentation | <p>Tim Burns, IM&T trainer on Cerner for staff – explained how we can obtain equality information from the Cerner software. A new maintenance release will be Jan/Feb 13 and can explain to staff about updating the “unknown” status on the Cerner system.</p> | |
| 8 | Age Legislation 2012 | <p>Age 2012 covers employment and not services. There are some exceptions for this. LM went through the paper. LM said we are allowed to take positive actions and this needs to be justified. Courts will decide what is proportionate. This information will also go on to the Intranet.</p> <p>SW asked whether HR partners are informed. JS said that this is usually mentioned through the team brief and the senior HR operational meeting. Questions were asked as to what are we doing pro-actively and whether these affect commissioners rather than providers. Need to ensure that policies meet the 2010 Equality Act. CD asked whether this would be integrated with the Road to 2014. JS asked how LM has looked into this from a provider and commissioner point of view. LM is working with Hazel Braund of SGCHS. Information is quite new and to be checked with the law. LM will check out questions given.</p> | LM |
| 9 | Trans guidelines | <p>These explains how employees should be supported who are Trans or going through the transition process. Initial information needed is usually that a gender recognition certificate has been issued. This area is complex and guidance is needed for managers.</p> <p>With reference to gender certificate records and updated information re: past information, this needs to be stored in a secured envelope on a personnel file. A question was asked about any</p> | |

| | | | |
|----|--|---|----|
| | | <p>lessons to be learned from current Trans employees. LM not aware of any at the present time but would ask for information from employment services. LM reports that current experience has been good in the Trust. The question of how we look after staff who are Trans but may have different parts of their jobs that they are not now able to do would be raised by DL at the next JUC meeting and report back to the E&D Committee. Requests for copies were received from 17 Trusts.</p> | DL |
| 10 | Report Age Conference | <p>LM was invited to attend the Lloyds Bank Age Conference in conjunction with Age Network. This looked at information based on surveys of 67 members of Lloyds bank staff. LM gave a brief overview of the conference by giving a presentation.</p> | |
| 11 | Equality Impact Assessments | <p>LM said none had come to her. It was noted that there is no longer a legal requirement to continue these but the Trust has decided to continue them as they will help to show the work done on the equality delivery system. Evidence needs to be gathered to show if the Trust is meeting the Public Sector Equality Duty.</p> | |
| 12 | Annual Equality report | <p>LM is doing this piece of work. Robert Baker has sent out letters to managers asking to provide evidence, some have reported back, some are still waiting to meet with LM. One report will be given to Trust Board in March 2013.</p> | |
| 13 | Disability History Month | <p>A few members of staff have put themselves forward. A training session will be held on Wednesday 12 December.</p> | LM |
| 14 | Equality & Diversity Manager's work report | <p>LM had provided an itemised account of work that has been carried out and also on-going projects. Updating our Intranet site and work is expanding now. The next BME mentoring training session will be during February 2013 and she is now recruiting for this.</p> | |
| 15 | Any other business | None | |
| 16 | Date of next meeting | <p>LM to email group and confirm the date in March 2013 and also put forward other dates for 2013.</p> | LM |