

Notes of Equality and Diversity Committee meeting

Monday 11 June, Seminar Room 14
Learning & Research Building, Southmead Hospital

	ITEM		ACTION
1	Present	Simon Wood (Chair) Lesley Mansell Pete Bailey Dave Collins Chris Davies Nick Stibbs Juliet Winter Dayley Lawrence Peter Russell Item 5 - Tim Bartlett Item 6 - Stephanie Curtin Maria Smith – Note taker	
2	Apologies:	Harry Hayer, Kelly Bunce, Mooi Tay, Peter Russell	
3	Minutes from the last meeting	Minutes of the last meeting were not approved as they were the wrong version. To be circulated at the next meeting.	LM
4	Matters Arising	<p>4a Annual Equality Scheme report 2011</p> <p>Agreed by Board and published in line with legal Requirements.</p> <p>4b Ken Guy – Trust Board Equality Champion</p> <p>KG is the agreed Champion and he is also covering H&S and Security. He attends Safety Committee meetings at least once a year. It was suggested that the same should apply with the E & D committee. SW and LM need to meet with KG to discuss the Equality Champion role.</p> <p>4c “Making Your Stay More Comfortable” – Monitoring form.</p> <p>This item is still outstanding.</p> <p>4d EIA – Procurement</p> <p>This item has already been dealt with.</p> <p>4e Mindful Employer – Insite article</p> <p>A request has been made to include this in the next edition of the Insite magazine. LM will continue to publicise this. A question was raised about how this will be monitored. Initially the strategy is to raise awareness and LM is drawing up an action plan. Employment Services has added the logo to the recruitment website and is looking for some case</p>	<p>SW/LM</p> <p>LM</p> <p>LM</p>

		<p>studies to use in a project to test the effectiveness of the process. The monitoring fields are mandatory but it is possible to state: "Do not wish to disclose". At induction LM asks new starters to speak to their managers about fully completing the equality monitoring form.</p> <p>4f Lloyds TSB – link with their equality lead.</p> <p>PR will chase again as he has not had a reply.</p> <p>4g Two Tick "Disability Symbol"</p> <p>The Two Tick symbol should be reviewed annually by Job Centre plus but this was not done. Eventually, after a lot of research, LM was put in contact with Job Centre Plus in Easton, who advised that NBT did not have a valid Two Tick symbol and it had never been reviewed. LM said that she could provide evidence from Jenny Wilson and the certificate is on the wall in THQ. A further assessment will be carried out this week and LM is confident that we can demonstrate we meet the five commitments.</p> <p>It was agreed that if this is successful that a publicity picture be taken and Ruth Brunt, Chief Executive and Ken Guy the Board Equality Champion should be asked to take part.</p> <p>4h Champions for staff and service users</p> <p>Harry Hayer, Director of Organisation, People and Performance suggested this at our last meeting. This needs a work plan and time table which LM will undertake when she can fit it into her overall action list.</p>	<p>PR</p> <p>LM</p> <p>LM</p>
5	Foundation Trust status presentation	SW welcomed Tim Bartlett to the meeting and Tim gave a presentation on the Foundation Trust status and how achievable it is for Foundation Trust members to be participating in various meetings.	
6	Harassment and Bullying presentation	<p>SW also welcomed Stephanie Curtin to the meeting and she began by describing the Harassment and Bullying service (H&B) which was launched 2 years ago. She explained how the service worked within the Trust. She also gave figures of callers to the H&B service as follows: from 1 April 2010 to December 2010 there were 58 calls and then from 2 November 2010 to 31 October there were only 29 calls. There has been a significant reduction in calls being received by the service.</p> <p>There were concerns that calls to the service have reduced, as between January 2012 to May 2012, there were only 18 calls. These results also showed that W&C and Surgery</p>	

		<p>showed the highest number of calls to the H&B service, although there are no trends at the moment. The results also highlighted that the H&B calls related mostly staff-on-staff and manager-on-staff behaviour. Most issues have been dealt with on an informal basis; however 5 cases have been dealt with formally.</p> <p>A question was raised regarding publicity about the H&B service. SC advised that a recent article was published in "Friday 5" in December 2011; on payslips, with a number to call; and published in the Insite magazine in February 2012. A walkabout around the wards was also done including posters to raise the profile of the H&B service.</p> <p>Currently the H&B service are developing a leaflet which will be handed out and H&B service information is included in a message of the day on a monthly basis.</p> <p>LM advised that she promotes the H&B service during induction sessions for all new staff.</p>	
7	Staff Attitude Survey (SAS)	<p>PB went through the papers and said that the SAS is done annually and then broken down into key factors K36, K37 and K38. The Staff Engagement Committee (SEG) considered the SAS and agreed to look at the stats for the organisation on where we are weak and how we can develop.</p> <p>It was queried as to how equality monitoring can be mandatory for current staff. There is a certain amount of information being promoted via the bulletin.</p> <p>LM has analysed the results from disabled staff for the last SAS and there are some very positive changes, with marked differences and figures moving in the right direction. This is a major achievement as the previous two years showed dire results for this protected characteristic.</p> <p>PB said we need to look at this equality group and what needs to be done as an organisation on what issues need to be raised, as on the Local Staff Survey there was a large gap occurring due to stress, accidents (key items are in the notes).</p> <p>We need to promote and engage all directorates and will be looking at this in depth re the different protected characteristics.</p> <p>The Staff Equality group is to look at the results but more work needs to be done on all of these.</p> <p>SW asked about the continuity of this work due to PB's early retirement and PB advised that Jayne Stone will be taking over his responsibility for equality.</p>	LM

8	Annual Equality Statistics Report	<p>LM collated figures for last 3 years and drew some comparisons. For example a report was done for Employment Services on the Two Ticks review which showed a small change for the better. The 2011 census results will be available this summer. We need to see these and identify the findings in relation to NBT.</p> <p>There is a need to ensure we collect equality monitoring information from current staff. It was suggested this could be collected anonymously during the annual appraisal process.</p> <p>A data cleanse needs to be carried out and is a large project to undertake. It should be done every 3 years. It was suggested that NBT undertakes a self-clean exercise instead. The resources need to be found for this. LM to take this up.</p> <p>A question was asked about how we communicate with staff to declare themselves as disabled. It was suggested that the current definition should be looked at.</p>	<p>LM</p> <p>LM</p> <p>LM</p>
9	BME Staff Progression	<p>From the BME mentoring project held in January 2012, which went very well, we now have 2 x mentors and 2 x mentees paired. We will be running the training session again in October 2012 which is being advertised. It was suggested that perhaps LM could talk to staff groups which could be identified from appraisals.</p>	<p>On appraisal document</p>
10	Equality Objectives	<p>The objectives in LM's work plan for this year are:</p> <ol style="list-style-type: none"> 1 Embed NBT's Equality Objectives 2 Revitalise Staff Group 3 Champions – engage in delivering equality agenda (Current champions for Board and Disability) <p>The EDS objectives are:</p> <p>Include equality in the business planning process for patients and staff.</p> <p>Improve equality monitoring for patients and staff.</p>	
11	NHS Equality Competence Framework Leadership	<p>A training needs analysis is suggested to ensure that managers provide leadership that encompasses the outcomes in the Equality Delivery System. LM is meeting with Paula McLeod, Leadership trainer on this.</p> <p>The committee agreed to recommend to the workforce and Governance Committee that this framework be adopted.</p>	<p>LM</p>
12	FREDA Principles definitions	<p>LM has produced definitions which link with the EDS to clarify these which the Committee endorsed.</p>	

13	Workforce and Governance Committee Highlight Report	There is a new process which PB has already outlined. A template has been agreed which will be completed by LM in the future.	
14	Equality and Diversity Manager work report	<p>LM has the completed the EDS and this has been published in accordance with the legislation. The next stage is to embed this into the business planning process.</p> <p>A number of people are asking for more information about the EDS.</p> <p>Complaints: A complaint made by a patient about a leaflet that was suspected of inciting racial hatred/abuse was escalated to the Chief Executive, and then reported to the police. A lot of time and resources has gone in to try and resolve this.</p>	
15	Any Other Business	<p>SW asked for comments about patient safety on the strategy by email by the end of the week to LM.</p> <p>SW said that this was PB's last meeting due to PB retiring from the Trust at the end of this month. SW, on behalf of the committee, thanked PB for his help and steering us in the right direction and said that he would be missed. PB is handing over the reins to Jayne Stone. LM also thanked PB for his support over the last 3 years on equality issues.</p>	All
	Date of next meeting	<p>Date: Monday 17 September 2012</p> <p>Time: 11am-1pm</p> <p>Venue: Room 5, Academic Centre, Frenchay</p>	