

Notes of Equality and Diversity Committee meeting

Monday 12 March 2012, Seminar Room 10,
Learning & Research Building, Southmead Hospital

	ITEM		ACTION
1	Present	Pete Bailey (Chair) Lesley Mansell Dave Collins Nick Stibbs Mooi Tay Chris Davies Juliet Winter	
2	Apologies:	Simon Wood, Harry Hayer, Kelly Bunce, Peter Russell, Dayley Lawrence,	
3	Minutes and Actions from the last meeting	<p>Minutes of the last meeting were approved, subject to item 13 being amended to say "PB to chase uniform policy" not "union policy"</p> <p>The following was raised from the previous minutes:</p> <p>4a Annual Equality Report 2011 - Lesley confirmed that all comments had been included, and this would be published in draft form to take to the Board.</p> <p>4b Trust Board Equality Champion - Lesley advised that Simon Wood had confirmed that Ken Guy would be taking on this position.</p> <p>4c "Making your stay more comfortable" form - this issue was pending, and Lesley would report back later.</p> <p>4d Procurement – Lesley had met Richard Ward in January, and she has developed an equality checklist to support this.</p> <p>4e Mindful Employer's Charter – Lesley had composed and item for an edition of "Insite." Pete Bailey to sign off.</p> <p>4f Staff Engagement Values – Lesley had been involved with Cathy Meredith in the development of the Values work.</p> <p>4g Lloyds TSB Equality information – It was agreed to keep this on the agenda till next meeting as we are waiting for a response from Lloyds TSB.</p> <p>4h Two Ticks – it was agreed to take this at the next meeting.</p> <p>4i Role of Champions – it was agreed to take this to the next meeting.</p>	<p></p> <p>LM</p> <p>LM</p> <p>PB</p> <p>LM</p> <p>LM</p> <p>LM</p> <p>LM</p>

		<p>4j Mooi was unable to confirm whether the displays in L&R had had an impact, but agreed to undertake further research, including literature search, and report back.</p> <p>13 Pete confirmed that we were still waiting for the EIA for the Uniform Policy, and as such it had not been signed off. Particularly concerns were expressed as to whether the issue of ‘head-covering’ and ‘naked to the elbow’ had been properly assessed.</p>	<p>MT</p> <p>LM</p>
4	Speaker – Cerner Monitoring – Tim Burns	<p>Tim gave a presentation on CERNER, which he described as a new way of working, not just a new software system. He demonstrated to the Committee the areas where equality monitoring information (including that relating to Learning Difficulties) was held.</p> <p>He advised that it would be possible to report on any data which was entered, but acknowledged with the Committee that the biggest problem was non entry of data. He said that more detailed work on training staff was about to be undertaken, and Lesley volunteered to work with him in developing a short insert for the training which emphasised the importance of collecting equality monitoring data and how this may be carried out.</p>	LM
5	BME Staff - Progression	<p>Lesley advised there were 16 staff on this, both mentees and mentors, and they had had a very intensive day, where staff recounted their experiences. The next day would be 27th March, although there was so far a low take up.</p> <p>She was waiting for feedback before going through a process of matching, and setting up the 4 x 1 hour sessions.</p>	
6	Equality Delivery System and Objectives	<p>Lesley advised that this had been through both public and staff consultation and the documents submitted was an outcome of this.</p> <p>The only significant issue is the public consultation related to food, which had been passed to the Chief Dietician.</p> <p>In terms of objectives, these had to be set for 4 years, but would be reviewed after 1 year.</p> <p>Patient consultation had been carried out through Clinical Governance and Juliet Winter.</p> <p>Juliet queried the privacy and dignity scores, as these did not correlate with CQIN scores, but agreed process to understand issues was in place, and agreed with the outcome.</p> <p>Pete said the objectives needed to be SMART – and developed into an action plan to make real.</p>	LM

		Subject to this, the EDS was signed off by the Committee.	
7	Equality Competency Framework	It was agreed to bring this back to the next meeting. Definitions were requested for the FREDAs principles.	LM
8	Annual Complaints listing	This paper represented complaints received by the E&D Manager and information provided on equality matters. These are passed on where relevant if they cannot be dealt with. This does not include complaints arriving in other areas. The largest number were disability related.	LM
9	Equality Impact Assessment	The following three EIAs were noted and approved. The authors will be asked to publish these. <ul style="list-style-type: none"> - Foundation Trust Status - Capability Policy - Alcohol and Substance Misuse Policy 	LM
10	Equality and Diversity Manager work report	Lesley passed round and spoke to her report. <ul style="list-style-type: none"> • Mindful Employer initiative – notified GM and Heads of Nursing and sent resource pack. • International Women’s Day – Ruth Brunt hosted Women’s Breakfast seminar received good feedback. • Men’s Health – looking to arrange an event for this in June. • EDS SHA Audit – reviewed and updated. Now mostly green. • EIAs – To be chased. 	LM
11	Any Other Business	a) Dave advised that RUH had held a public Equality and Diversity engagement day, as a way of interfacing with the public. b) Chris advised he would be doing some work with patients from South Asia – hopefully in May. c) Chris also advised that a new honorary Muslim chaplain had been appointed, which mean across sites he had honorary Hindu, Muslim, and female Muslim chaplains.	
12	Date of next meeting	11 th June 2012 - L&R Building - Southmead	