

Notes of Equality and Diversity Committee meeting

**Tuesday 16 October, Room 5
Academic Centre, Frenchay Hospital**

	ITEM		ACTION
1	Present	Simon Wood (Chair) Lesley Mansell Jayne Stone Chris Davies	
2	Apologies:	Mooi Tay, Robert Baker, Peter Russell, Juliet Winter, Nick Stibbs	
3	Minutes from the last meeting	It was suggested that the minutes were checked at the next meeting for accuracy.	
4	Matters Arising	<p>4a Equality Champion</p> <p>SW said that KG would come to one meeting. SW to ask him if he will join the next meeting (Dec) and the following one when the Equality Report is discussed.</p> <p>4b "Making Your Stay More Comfortable"</p> <p>LM said that this had been superseded as Juliet was now working on 'ward cards' which were similar. LM said she would link in with Governance re this.</p> <p>4c Mindful Employer</p> <p>LM said that she was still trying to get a photograph for Insite magazine. LM to chase Ian Probert.</p> <p>4d Lloyds TSB</p> <p>LM reported that Peter Russell had tried to follow this up but had not received a response. It was decided to not pursue this further.</p> <p>4e Champions for staff and service users</p> <p>Action outstanding.</p> <p>4f NHS Equality Competence Framework</p> <p>This has been submitted to the Workforce & OD Committee. JS suggested that it perhaps was taken to the meeting as a main agenda item. LM to speak to Debbie Hathaway who co-ordinates the agenda.</p>	<p>SW</p> <p>LM</p> <p>LM</p> <p>LM</p>
5	Speaker – Complaint Report 2011 Steve Sykes	Due to the low numbers present at the meeting it was suggested that this item was deferred to the next meeting.	LM

6	Update on Cerner training and equality info	LM said that she had sent information for Cerner training to provide to staff regarding the importance of collecting equalities information. She said that she had not heard anything since and would therefore follow up with Tim Burns.	LM
7	Two tick disability symbol	LM explained that NBT had not had a review from the Job Centre in line with the process for using the two tick symbol. LM said that she had followed this up and subsequent to the last committee meeting, a successful review had been undertaken. NBT can therefore continue to use the symbol.	
8	BME Staff Progression	LM explained that two sessions had now been provided for staff and mentors and mentees were starting to be paired up. She said that there were currently more mentors than mentees. LM said that a further session was being put on for 25th February 2013 and this was currently being advertised with the hope of attracting more mentees.	
9	Staff Survey	LM referred to the paper circulated with the agenda which showed staff survey results broken down by gender and ethnicity over 2 years. LM said that the scores had improved slightly and did not give cause for concern. SW suggested that when the 2012 survey results were published, more analysis is done using 3 years' worth of data to identify any trends, etc.	LM
10	Equality Impact Assessments EDS	LM presented the EIA that she had done on the EDS. She clarified that a report of this would be published on the internet and that she was encouraging others to publish a short report on the internet rather than full EIAs. The committee endorsed the EIA.	LM
11	Positive about Trans staff & Trust Charter	LM said that she had produced a charter for Trans people based on what had been done previously – similar standards are already in place for sexual orientation and disability. LM said that this would now be published on the intranet.	LM
12	Equality and Diversity Manager work report	LM shared the report and highlighted particular areas such as Black History month. The display had received very positive responses. She was interviewed live on 'Shout Out' radio about NBT's positive recruitment process and LGBT people. A number of people have commented on how useful this was. EDS – A tool kit is being prepared for the intranet for staff, which will also help with the annual equality review. Contracts – information on the PSED was provided at short notice for a service bid. Women's and Children's – information and training provided for a Trans male patient, who sent a thank you card to say	

		<p>he was very satisfied with the treatment and care received.</p> <p>Simon thanked Lesley for all her hard work.</p>	
13	Any Other Business	<p>LM raised awareness of the following events:</p> <p>Good Mental Health workshop 26th November</p> <p>EDS awareness 20th November</p> <p>BME mentoring training 25th February 2013</p>	
	Date of next meeting	<p>Date: Monday 10 December 2012</p> <p>Time: 11am-1pm</p> <p>Venue: Learning and Development building, room 16</p>	