

**Notes of Equality and Diversity Committee meeting
21st February 2011 – Learning & Research Building, Southmead Hospital**

	ITEM		ACTION
1	Present	Nick Stibbs, Pete Bailey, Zahir Babur, Juliet Winter, Simon Wood, Chris Davies, Lesley Mansell, Steve Sykes (Item 5) Therese Hollinshead	
2	Apologies:-	Mooi Tay, Peter Russell, Tom Douglas, Dave Collins, Shelagh Austin	
3	Minutes and Actions from the last meeting	The minutes of the last meeting were agreed Action from the last meeting a Lesley has spoken to Ruth Sidgwick re the play by “Misfits” – this is a good idea, but no funding is in the budget for this. Ruth is organising a plan for next year. b Review on Learning disabilities – it was agreed to invite Liz Nicholls to discuss this at a future meeting.	
	Matters Arising - Single Equality Scheme and Action Plans	Simon Wood has been chasing CD's and GM's for their action plans. A report has been written from what has been received. Concern was expressed re those who have not replied. Comments received are included in the Annual Equality report	LM will produce a list of areas which have not responded
4b	Matters Arising - Equality Champions	This paper is to go to the Execs Team in March for action. Ruth Brunt is aware of this and supports it.	LM
4c	Matters Arising - Publicity – “Insite” – later this year	The “Healthy Lives” Project managed by Stonewall has been publicised in Insite. There should be an update on this later this year.	LM to send info to Claire Lang
4d	Matters Arising - LGBT Standard - update	Lesley gave a brief update on the 10 LGBT standards. A paper is to go to the Execs Team in March. An action plan to support the delivery of this will be drawn up.	LM to draw up an action plan
5	Speaker – Update on Advice and Complaints Team (ACT) Steve Sykes  NBT Equality Presentation.ppt	Steve Sykes gave a presentation on the Advice and Complaints service, see attached. Zahir questioned why Hindi and Urdu were not included on the list of languages. It was explained this list is set nationally on the system and does not necessarily reflect the groups within a certain area. LM warned to be careful over what questions are asked – i.e. it is illegal to ask for a persons' previous gender. It was noted that Sexual Orientation and gender are asked but not religion is. It was felt that Religion should be included. Capturing and recording equality information is an ongoing issue – staff do not like to speak to patients about these things. The new Cerner system may help with some of the data collection issues. The complaints figures are reported annually, but not who was complained about / who complained. Information is kept on individuals who are complained about so if Chris Burton, the Medical Director queries anything the information is all there. Equality data on complaints is reported annually to the E & D committee. If a Freedom of Information request is made, ACT are able to provide this information and data is anonymised.	LM and PB need to look at monitoring and how this can be improved

		<p>The Committee wished to see training provided for staff on how/why we collect equality data and what we collect. SW asked if could we find out if complaints were received as a result of providing a poor service.</p> <p>Much more needs to be done on the collection, storage and analysis of equality data. A pilot is being carried out on a ward to determine equality monitoring info and the specific requirements of patients.</p>	<p>LM to raise with SS</p> <p>LM to report back.</p>
6	<p>Equality Annual Report – Update of Equality Scheme and other actions for 2010</p>	<p>This years' report is 28 pages long – last years' was only 18, which shows an increased response. A lot of work is being carried out to engage service users, which may be classed as Community Development work, this is outside of our remit, but needs to be developed further. Many areas have still not responded.</p> <p>The Harassment and Bullying helpline is receiving a low number of calls. The Staff Satisfaction Survey 2009, showed 7% of staff who are being discriminated against. The highest number, who feel they are not being treated appropriately, are Disabled staff.</p> <p>Questions were asked on what actions have been taken regarding the 7% rate quoted. It was explained that the staff survey is not specific and is confidential, however, matters may be raised with Ask HR or the E & D Manager. Action points are included in the Equality Scheme to address this and more emphasis will be placed on this in 2011.</p> <p>Simon Wood thought it would be useful to have a protocol or policy on monitoring, to highlight the things we want to or have to monitor to ensure we deal with the priorities.</p> <p>Considerable work has been carried out on equality matters and processes are in place, awareness of this needs to be raised further. It was asked how staff are informed about actions taken as a result of the survey. LM holds staff feedback sessions, which includes work on the Staff Satisfaction Survey.</p> <p>There is lots of information on the Ask HR website, however, it was felt that this could be more accessible and easier to find. It should always be noted that not everyone has access to the internet. LM did a basic questionnaire for facilities staff who were asked to return these anonymously, but this did not work, the boxes provided were not used.</p> <p>The Committee asked that the report be summarised and to identify where sections could be combined or attached as appendices.</p> <p>The Committee asked that a summary be provided for the Trust Board for approval.</p> <p>The committee felt that it is important that the report is a celebration of what has been achieved over the year.</p>	<p>LM investigate policy/ protocol on monitoring</p> <p>LM to provide summary to the Trust Board for approval</p>

	Equality Objectives	<p>The requirement to provide an Equality Scheme and action plan was removed under the Equality Act 2010; instead, equality objectives need to be set. It is important it is stated who is covered in the policies.</p> <p>Minor amendments were made to the Equality Policy to bring it in line with the new Act. These were approved by the JNCC in November 2010.</p> <p>The Equality Act 2010 has been publicised on Message of the Day.</p> <p>The Equality Delivery System is an NHS Initiative which NBT must sign up to. There is an EDS roadshow on 22nd March which is important for key staff to attend.</p>	<p>LM to circulate the 'Government Equalities office' document for information</p> <p>LM to circulate.</p>
8	Report of Staff Complaints – received by E&D Manager 2010	<p>There were 13 complaints in 2010. LM referred queries on to the appropriate person, very often she does not know about the outcome.</p> <p>The greatest number was on disability matters which gives an indication of where to focus the equality work. The second largest number of complaints were in relation to BME matters.</p> <p>There has also been a lot of positive feedback, the Committee was provided with a sample of this.</p>	
9	Stonewall Healthy Lives Project	<p>Lesley gave an update on the progress of the LGBT work. Need to raise awareness of the training events, which is difficult, staff must not feel left out. Statement is included in the handbook that goes with contracts which gives the message that there is zero tolerance towards harassment and bullying for all members of staff.</p>	Lm check booklet and this note
10	Equality Impact Assessments (EIAs)	<p>LM checks through the EIAs and goes back to the assessor if any further information is required. The EIAs listed were approved:</p> <ol style="list-style-type: none"> 1. Consultation document affecting Ward receptionist provision - Neurosurgical Wards (1-4). 2. Management of Information & Lifecycle (MIL) Policy for the Retention & Disposal of All Records 3. Voluntary Services – Facilities management 4. Child Care Services – Facilities management 5. BNSSG - Redeployment <p>Data collection needs to be increased internally, work is being done to get more BME people involved. The Committee were asked to return any comments on the BNSSG assessment within 2 weeks to LM.</p>	<p>All Committee</p> <p>LM to send out BNSSG EIA</p>
11	Equality and Diversity Manager work report and papers	<p>Lesley gave an update on her work over the last 3 months.</p> <ul style="list-style-type: none"> • Black History Month event. The display was welcomed. Mooi Tay organised BME staff to be included. • World AIDs Day. Organised by Jane Broughton. Donations for Red Ribbons raised £66 for the Terrence Higgins Trust in Bristol. 	

Equality and Diversity Committee 21st February 2011

		<ul style="list-style-type: none"> • South Glos Corporate Equality Forum – event for BME people – aim to encourage engagement of BME people • Disability Peer Review – comments were submitted • International Women’ Day – breakfast meeting with Ruth Brunt on 8th March - for staff up to band 7. Publicity is a problem, and not many have booked on to this yet. Timing may be an issue for women with children, however, we have to work with Ruth's diary. Ward managers and heads of Nursing to be invited too. • Training – TH applied for funding from the Learning Skills improvement service. This did not succeed, however, we were encouraged to apply again as it was thought that LM's idea was very innovative. <p>Simon thanked Lesley and all HR colleagues for their work in keeping all these things moving forward.</p>	
12	Any Other Business	Lesley asked for everyone to raise awareness of the LGBT events within their teams – (LGB 22 nd Feb, Trans 28 th Feb)	
13	Date of next meeting	Lesley Mansell to arrange dates for the rest of the year	LM