

Notes of Equality and Diversity Committee meeting

18th July 2011 – Learning & Research Building, Southmead Hospital

	ITEM		ACTION
1	Present	Lesley Mansell, Simon Wood, Nick Stibbs, Kelly Bunce, Mooi Tay, Dave Collins, Peter Russell, Tom Douglas and Jason Young	
2	Apologies:-	Pete Bailey, Natasha Curtis, Juliet Winter	LM
3	Minutes and Actions from the last meeting	The minutes from the last meeting were agreed.	
4a	Annual Equality Scheme Report	The report has been summarised into bullet points. This will go to the Trust Board in September. The Specific Duty under the Equality Act 2010 now states that evidence of how the duty has been met must be presented annually. The Trusts' report will be well within the time scale.	
4b	Equality Champions	<p>The Board has appointed Simon Wood, Director of Facilities as the equality lead for the Equality Delivery System.</p> <p>Ken Guy will be the Board's non-executive lead for equality.</p> <p>Lesley and Simon to meet and agree the role with Ken and go through details with him.</p> <p>Action: LM and SW to meet with Ken Guy.</p> <p>Robert Baker has agreed to be a champion for Disability.</p>	SW and LM
4c	Equality Monitoring	<p>A monitoring form called 'Making Your Stay More Comfortable' has been devised for patients to complete before entering hospital. This is to find out if patients have any requirements e.g. sign language interpreter, specific diets and so on.</p> <p>This is designed to demonstrate excellence in our service to patients.</p> <p>Musculoskeletal Directorate are to pilot this once it has been cleared by the ethics committee.</p> <p>Action: LM to progress.</p> <p>Lesley is looking at drawing up a paper on equality monitoring to ensure that staff are aware of the reasons that we need this information.</p> <p>Action: LM to produce and distribute paper.</p>	LM

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4d	Learning Disabilities Review	<p>A previous meeting requested Liz Nicholls be invited to present a paper on this. As she had left it was agreed to request that Emily Greentree (Patient Liaison Nurse) attend the next meeting in her stead.</p> <p>Action: LM to invite Emily Greentree.</p>	LM
5	Speaker – Equality Monitoring Jason Young – Head of IM&T	<p>Jason explained that the Cerner Millennium system will become live in December 2011. Cerner has the capability to capture information for the protected characteristics for patients. It will include Sexual Orientation, Race, Religion or Belief, Disability, Gender and Age.</p> <p>Adding these questions to Cerner makes the process of data collecting easier as the question will be asked when inputting data at registration.</p> <p>Tim Burns is the manager who is dealing with the training of Cerner to staff. Lesley to find out if Tim is going to train with respect to the need to monitor equality.</p> <p>Action: LM to contact Tim Burns</p> <p>IT are also looking at whether Cerner can record the person who inputs the information, not just the department like the old PAS system. This could help identify where more training may be needed where information is not being recorded.</p> <p>The committee welcomed this as it has previously expressed concerns about the lack of equality monitoring information.</p>	LM
6	BME Staff Progression	<p>There are two projects currently being considered:</p> <p>1) Mentoring for BME staff</p> <p>For staff up to Band 6. The aim is to run a pilot with approximately 15 NBT staff in the Autumn. It may be possible to have training provided free by Bristol City Council as they have run a similar scheme and have a number of learning outcomes from this. Currently someone is being sought who can facilitate this work.</p> <p>A question was asked about whether restricting the numbers in bands up to 6 was helpful. This will depend entirely on the interest shown in this. If there is low interest then it will be extended to higher bands.</p>	

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	BME Staff Progression continued	<p>2) "Into Public Life"</p> <p>This is a course for staff up to band 4. It is felt that staff whose first language is not English may need public life skills to support them to progress. This maybe about how to write a CV or complete a job description or how to apply for a college course. Lesley is working with Mooi Tay and Heather Tyler from Learning and Development to identify if there is enough interest.</p>	
7	Equality Objectives	<p>Master classes on the Equality Duty, Equality Delivery System and Equality Objectives are being offered to everyone to raise awareness of the new law and what the Trust needs to do.</p> <p>Staff are being encouraged to identify the equality objectives in their own departments.</p> <p>These will continue in the autumn.</p>	
8	Staff Equality Group – Meeting Report	<p>The contact list is growing but attendance remains low at meetings.</p> <p>The last meeting looked at the "Staff Charter" and those not present were invited to send comments by email.</p> <p>Equality Monitoring was discussed and it was noted that statistics are low for disabled LGBT staff.</p> <p>The ESR shows less than 2% of staff record they are disabled. However, the Staff Attitude Survey (SAS) show 12%. This may be because staff feel that the system is not confidential, whereas the SAS is anonymous.</p> <p>Intranet – The documents "Positive about Disabled staff" and "Positive about LGB staff" will be available on the intranet shortly.</p>	
9	Promoting Disability	<p>There is concern in HR about the Staff Attitude Survey results which were poor from disabled staff. Lesley has put items on Message of the Day (MOTD) monthly i.e. Two Ticks and Access to Work. So far three people have raised issues as a result. Two were regarding the need for accessible work stations.</p> <p>Lesley did a presentation to the JCNC Group flagging up issues of perception of disabilities. Two people came forward who said they would help.</p> <p>It was suggested that a case study could be used on MOTD.</p>	LM

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	Promoting Disability continued	<p>December will be Disability History Month, Lesley looking into what may be included.</p> <p>Action: LM to organise Disability History Month.</p>	
10	Promoting Equality	<p>Lesley produced a list of places where equality events have been promoted over the last three months. This represents a considerable amount of work and shows how much ground is covered. This includes:</p> <p>Weekly Bulletin Staff Equality Group Master class Information is sent via email to Directors, GM's, Heads of Nursing etc. Insite magazine Seldom Heard Group – a case study was put together for the SHA to be used by the Dept. of Health in relation to the Equality Delivery System.</p> <p>It was suggested that the MLE could be used to log events to inform staff. This would work if there is plenty of notice for the event.</p> <p>Action: LM investigate if MLE can be used</p> <p>The Committee are concerned that staff who do not have access to a computer may not see these messages. Simon Wood is looking into putting a screen with rolling messages regarding equality and other items. They may also go on Notice Boards etc.</p>	LM and SW
11 a	Equality Impact Assessments –	<p>Cerner – The EIA was agreed.</p> <p>Lesley is spending time with staff individually, to look at what needs to be provided. The main problem is not having enough evidence to show that there is not a negative impact.</p> <p>The Committee asked questions about the procurement process and how purchases are made that meet equality principles.</p> <p>It was agreed to suggest that the Procurement team attends the Master class on the 21st July.</p> <p>Action: Simon Wood to contact the head of Procurement Richard Ward on this.</p>	LM and SW
11 b	Equality Impact Assessments –	<p>Medical Assessment Unit - The EIA was agreed.</p> <p>Action: LM to notify that this may now be published.</p>	LM

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12	Equality and Diversity Manager work report and papers	<p>The following are highlighted from this report report::</p> <p>International Women's Day – A breakfast meeting was organised with Ruth Brunt, the Chief Executive.</p> <p>The main issues raised were that staff do not feel valued and are not being thanked for the work done. Feedback from the meeting has been sent to Ruth Brunt.</p> <p>Staff Engagement with BoF - Cathy Meredith to identify equality objectives.</p> <p>Induction training – Lesley continues to provide the equality content of this on Monday mornings.</p> <p>Engagement in Community for Foundation Trust - Juliet Winter, Patient Engagement Manager doing. Tim Bartlett has send information to Lesley and she commented on the need to include the protected characteristics.</p> <p>The Department of Health has identified that Men's Health is of concern as they have high levels of cancer, heart disease, alcohol and drug use, diabetes, obesity and so on.</p> <p>Patient Engagement Toolkit from Nottingham PCT is a huge document and Lesley is working through it.</p>	
13	Any Other Business	<p>Whilst Lesley was on the stand at Bristol Pride she spoke to a Doctor who works at Southmead and he said there is a good atmosphere at NBT and this is not the experience he had at other hospitals.</p> <p>The updated handout is to be re-sent to committee members on the Public Sector Equality Duty as the new regulations on the Specific Duty have now been agreed.</p> <p>Action: LM to send</p>	LM
14	Next Meeting	<p>10 a.m. 26th September 2011 Room 2 Learning and Research Building Southmead.</p>	