

**Notes of Equality and Diversity Committee meeting**  
**26 September, Seminar Room 2,**  
**Learning & Research Building, Southmead Hospital**

	<b>ITEM</b>		<b>ACTION</b>
1	<b>Present</b>	Simon Wood                      Pete Bailey                      Lesley Mansell Nick Stibbs                      Kelly Bunce                      Mooi Tay Dave Collins                      Tom Douglas                      Chris Davies Emily Greentree, Jackie Rausi, Carla Matthews, for part 5 only. Maria Smith - Notetaker	
2	<b>Apologies:</b>	Harry Hayer/Peter Russell	
3	<b>Minutes and Actions from the last meeting</b>	The minutes from the last meeting were agreed.	
4a	<b>Annual Equality Scheme Report</b>	The report has been summarised into bullet points and was agreed. This will go to the Trust Board in October.	
4b	<b>Equality Champions</b>	Simon Wood has agreed to be the Board Equality Champions. It was thought that Ken Guy was to be the non executive Equality Champion, Simon Wood will look into it. Sue Watkinson and Robert Baker will be champions for Disability. Sue will focus on mental health.	SW
4c	<b>Equality Monitoring</b>	The form "Making Your Stay More Comfortable" is to be piloted by Musculoskeletal. This focuses on patients as individuals and aims to ensure that adjustments are made where required.	LM
4d	<b>Publicity items</b>	It is not feasible to put equality events onto the MLE however the most effective route has been publishing on Message of the Day. Publicity could also be put onto the Team Brief which is from TMT meetings.	
4e	<b>EIA – Procurement</b>	Following discussion of last meeting, LM will look into this further. The question was asked as to who is monitoring and who is checking this.	LM
5	<b>Speaker – Learning Disabilities review – Emily Greentree</b>	<p>Emily Greentree (EG) explained the peer review which was instigated by the SHA. EG carried out self-assessments for people with Learning Difficulties (LD) which looked at how they were being treated, as under reporting highlighted why young people with LD die in hospital. The SHA wanted to highlight what NBT were doing, under the Mental Capacity Act e.g. accessibility, hydration, nutrition, discharge and how this was fed through the Trust.</p> <p>Comparison results shown NBT as being Amber and it was agreed as a good result around people with LD. We have an action plan which is updated on a monthly basis. Marie-Noelle Orzel and Gareth Howells are supporting this process.</p> <p>Other points that EG raised were:-</p> <ul style="list-style-type: none"> <li>• To highlight LD patients on the PAS system</li> <li>• Agreed with coding team to highlight LD patients</li> <li>• 60 people per month come to hospital with some form of LD</li> <li>• Sue Watkinson had asked about identifying patients</li> </ul>	

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		<p>with LD and how has this been happening</p> <ul style="list-style-type: none"> <li>• EG advised about the current themes coming through, these included appointment letters not arriving or being dealt with in care homes etc.</li> <li>• Flagging up to ED how to organise discharge letters, chase up community team and how do to track these patients</li> <li>• EG has developed an LD risk assessment and this has been done to highlight their needs as from the CQC</li> <li>• With reference to CQUIN – easy read literature about discharge, complaints, medication is available on NBT’s website. This is useful for patients who have difficulty in communication. This was done for the peer review.</li> <li>• Currently advertising for volunteers to be champions /advisors. Interest has been shown from OTs, APs, HCAs and nurses and they have come forward, giving education and spending 1:1 time.</li> <li>• Carer ID badge: this is to be done at pre-admission stage – these carers will stay with the LD patient, giving patient information to staff. Valuing these carers, NBT will give them tea and meal breaks, reduced parking fees to assist with help.</li> <li>• There is also a need for pastoral easy read literature re: spiritual/cultural needs for LD patients.</li> </ul>	
6	<b>BME Staff Progression</b>	<p>Kelly Bunce (KB) will be identifying mentors/mentees and an item is to go in payslips. There are places for 15 BME staff as mentees and 15 others as mentors. Will need to roll out the information with Bristol City Council. The first session will be on 15 November and finished for assessment by March 2012.</p> <p>A template has been designed to assess this process.</p>	
7	<b>Bristol NHS BME Network – Statement of intent</b>	<p>The Network is re-launching and draws members from NBT, UHB &amp; PCT. All Chief Executives are to sign up. Ruth Brunt has done this and NBT will be proactive in the delivery</p>	
8	<b>Black History Month</b>	<p>NBT BME staff are invited to be involved in the display to participate. Harry Hayer has kindly agreed to be feature. Chris Davies said he has a quiz that could be used.</p>	CD/LM
9	<b>Equality Delivery System and Objectives</b>	<p>The codes are now available and are “Red” which shows undeveloped, through “Amber”, “Green” and “Purple,” the latter denotes that all protected characteristics are covered. LM will do a presentation for the next meeting</p>	LM
10	<b>Mindful Employer Charter</b>	<p>Sue Watkinson has agreed to be NBT’s champion for this. It will be launched on 10 October, L&amp;R Building, 12.30-2pm. All encouraged to attend.</p> <p>Send information on charter to Unions and ask to attend launch.</p>	LM
11	<b>LGBT Patient Survey</b>	<p>A small survey was carried out at Bristol Pride. Members of the public were asked to fill in the survey form. There were 80 replies and overall the response was positive which included good support to carers.</p>	

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		Next year it is planned that the Cerner system will collect equality information for patients. LM has spoken to Tim Burns who will include training on and guidelines for equality monitoring. There is a need to record carers and civil partnerships.	
12a	<b>Charter 10 Standards Disabled people</b>	<p>This will need to be linked with the Equality Delivery System about how we meet these objectives. This has been approved previously so the report can be signed off.</p> <p>LM will review after one year on the impact of these. If the standards are not been adhered to then this should be addressed at directorate level and not from community level. Action plans will need to be embedded across the Trust.</p> <p>This and the standard for LGBT need to be monitored. Training needs to be identified.</p>	<p>Collect</p> <p>LM</p>
12b	<b>Charter 10 Standards LGB people</b>	Agreed. See 12a	
13	<b>Equality and Diversity Manager work report and papers</b>	Disability History Month commences on 22.11.2011 the Staff Equality Group have been asked for ideas. Foundation Trust status – consultation didn't include monitoring for disabled people unless they become members and not on sexual orientation or religion or belief. The Foundation Trust Network have not advised that equality monitoring should be carried out or the need to meet the public sector duty. This is being raised internally and will be raised with the DoH.	
14	<b>Any Other Business</b>	<p>Theresa Hollinshead – The committee were very sad to hear the report of the death of Theresa who was a participating member of this group and will be solely missed.</p> <p>Staff Charter - This has been parked for the moment and Cathy Meredith is the lead on this.</p> <p>Equality and Diversity Committee - Simon Wood to write to the other members of the committee to ask if they still want to continue due to reduced attendance from other departments.</p> <p>Support staff with LD issues - Chris Davies asked how are we supporting staff with LD issues? We don't monitor because we only ask if they have a disability or not. LM asked for info from OH to go into the report but there were few responses.</p> <p>Reflection Room - A room for reflection on Frenchay site – it was agreed that another room (not the library as currently used) needs to be found as there has been issues on both sides using the Library. Perhaps communication to the League of Frenchay could be done so that an alternative space could be found.</p>	<p>SW</p> <p>LM</p> <p>CD</p>
15	<b>Date of next meeting</b>	Monday 12 December, 11am-1pm Seminar Room 2. Learning and Research Building Southmead Hospital	

