

EQUALITY & DIVERSITY GROUP - STAFF

Minutes of meeting held on 12 December 2019 at 2:00pm in HR1




Present: Mark Smith – Chair (MS) Tim Brown (TB) Richard Coxhill (RC)
Leanna Dennis (LD) Geraldine Harrison (GH) Jane Parker (JP)
Jo Smith (JS) Ann Varughese (AV)

In Attendance: Sarah Kinsella (SK)

	AGENDA ITEM	ACTION/ PAPER ATTACHED
1	Apologies Liz Aldridge, Rob Atley, Louise Ludgrove, Clare Topping.	
2	Minutes of Last Meeting The minutes of the meeting on 12 September 2019 were accepted as correct.	
3	<p>Matters Arising</p> <p><u>Matters Arising - BME Career Progression & Turnover</u> GH had not yet checked if ESR can show where promotions for BME staff have taken place and track back to show career progression. She will circulate to the group when completed.</p> <p><u>Insights Cultural Deep Dive and Proposed Action Plan</u> It was unknown if LL had shared this with the BAME Group for comments. Item carried forward.</p> <p><u>Recruiting for Difference</u> GH was able to advise that two adverts are ready to go out, however it is a lengthy process.</p> <p><u>E&D Strategy</u> LD provided SK with the BAME Group feedback and this was passed to TB.</p> <p><u>Workforce Equality Objectives/4 Year Plan – Progress Report</u> SK published the updated version on the internet.</p> <p><u>BAME Group Report</u> SK is continuing to promote the group through the HR Bulletin and Communications have also put information in the Trust Bulletin and on screensavers. A further discussion took place about assertiveness training and the reasons why some BAME staff would benefit from it, together with how positive messages/promotion, from the Senior Team, about the BAME Group would be a help. MS will pick these issues up.</p>	<p>GH</p> <p>LL</p> <p>MS</p>

	<ul style="list-style-type: none"> Number of BME staff at the Trust has increased by 1.24% (now 22.84%) Of the 9 key elements benchmarked there have been 6 deteriorations and 3 improvements. Key issues remain bullying & harassment, career progression, discrimination and Board representation Overall the experience of BME staff is lower than that of White staff. 	
7	<p>Workforce Disability Equality Standard</p> <p>SK reported that the WDES data had also been submitted to NHS England and the report published on the internet in September 2019 (https://www.northamptongeneral.nhs.uk/About/Policies-Reports-and-strategies/Equality-and-diversity-information/Downloads/Workforce-Disability-Equality-Standard/WDES-NGH-Response-August-2019-FINAL.pdf). As this is the first year for reporting this is the baseline data for comparison when undertaken again in 2020. The general overview is that disabled staff report that their experiences at work are not as good as those of our non-disabled staff. SK flagged that 20.59% of staff at the Trust have a 'not stated' entry on ESR for disability. MS hoped that ESR Self-Service would assist with that issue together with a data cleansing exercise.</p>	
8	<p>Gender Pay Gap Report</p> <p>SK gave a brief overview as the report had not yet been shared with MS SK advised that the:</p> <ul style="list-style-type: none"> Mean Gender Pay Gap has increased by 0.4% to 30.1% Median Gender Pay Gap has increased by 4.4% to 13.3% Mean Gender Bonus Pay Gap has decreased by 1.1% to 82.1% Median Gender Bonus Pay Gap has decreased by 5% to 81.1%. <p>SK talked through some of the factors that affect our results, such as the male female ratio in the Consultant workforce and how there are more males in the higher salary ranges. SK explained that Clinical Excellence Awards pose similar issues in relation to bonuses. SK will send the draft report to MS for comments in preparation for submitting the results to gov.uk and publishing the report on the internet.</p>	SK
9	<p>Annual Report – Planning</p> <p>SK advised that initial planning for the report will commence in January 2020. After looking at the report that KGH produces SK plans to amend the format so that there is one report that includes both the 'newsletter' type items together with the monitoring data.</p>	
10	<p>Rainbow Badges</p> <p>SK advised that close to 1,000 badges had been signed up for since the launch in July 2019. SK attended a recent Workforce Committee to give an update on the badges and future plans, which included the hope for an LGBT Staff Network Group, as referred to in item 4.</p>	
11	<p>Workforce Equality Objectives/4 Year Plan – Progress Report:</p> <p>SK advised of the changes/updates to the plan since the last meeting.</p>	

	<p>The future format of the plan was discussed in light of the work discussed in item 4. It was agreed that SK and TB should meet to relook at the actions for 2020, as it was important to have a working plan to monitor progress. It was also suggested that the plan should be shared more widely so that HR Business Partners can discuss it at Governance meetings within their Divisions. Until the new plan is in place SK will continue to update and publish the existing one.</p>	<p>TB/SK</p> <p>SK</p>
<p>12</p>	<p>BAME Group Report LD gave an update on the progress of the group and the different working groups that have been set up since launching in July. LD added to the information given in Matters Arising regarding difficulties that some BAME staff experience articulating themselves with managers and colleagues about issues they are having or why they wish to attend the group, coupled with clinical pressures. A detailed discussion took place regarding recruitment and managers understanding of the scoring process, values based recruitment and unconscious bias. As a result of the discussion GH will look at some further training for managers on interviewing and selection skills and will link with AV and the BAME Group. LD advised that MS has agreed to be the groups Executive Sponsor as well. MS mentioned that he is speaking with Emma Wimpres to see if there is any support that the volunteers could give with the staff network groups around admin.</p> <p>AV spoke about the International Shared Decision Making Council that has been set up, but not functioning as well as it could at present, as all members are clinical. The focus moving forward will be on seeking leads from each Division to be Values Ambassadors for people to talk to who can bring issues back to the Council so that areas of concern can be focused on, especially with the international recruitment campaign next year.</p>	<p>GH/AV</p>
<p>13</p>	<p>Clinical Support Services Division – Update Report As it was MS’s first meeting SK commenced by giving a short overview of the current format of the Divisional reports and the difficulties they sometimes experienced compiling the report and getting feedback from their areas. MS felt that in relation to the ER case information this should form part of the Corporate Update given by the Deputy Director of HR. MS suggested that TB has a discussion with the Divisional Representatives to see how they would like to report moving forward. It was suggested that perhaps the driver on what is focused on should be from the Staff Survey results. SK to note that the E&D elements of the survey results to be broken down and shared with the Divisional Representatives, TB and HRBP’s.</p> <p>SK was aware, in LA’s absence, that there were no ER cases in the Division relating to protected characteristics.</p>	<p>LL</p> <p>TB/Divisional Reps</p> <p>SK</p>

14	<p>Medicine Division – Update Report JS reported that there were also no ER cases in her area relating to protected characteristics. At present there are a number of interim managers in Medicine which is causing instability and engagement around E&D issues. Report attached.</p>	 EQDS Divisional Report December 20
15	<p>Surgery Division – Update Report It was RC’s first meeting, but he was also aware there were also no ER cases in the area relating to protected characteristics. Report attached.</p>	 EQDS Divisional Report December 20
16	<p>W,C & O Division – Update Report No-one present from the Division</p>	
17	<p>Facilities – Update Report CT sent apologies and the attached report. GH added that she had attended a Facilities meeting recently.</p>	 EQDS Divisional Report Facilities Dec :
18	<p>Corporate Update – verbal: LL sent apologies. MS added that SK, LD, AV & TB had attended the Workforce Committee the previous day to give an update on Equality, Diversity and Inclusion.</p>	
19	<p>Staff Side Update – verbal: JP advised there were no specific issues to report. Discussion took place regarding the general lack of TU Reps across the organisation and also the diversity of the reps. LD and AV will put on the agenda of the next BAME Group meeting and Shared Decision Making Council meeting an item regarding TU Reps as this is good staff development.</p>	<p style="text-align: center;">LD/AV</p>
20	<p>Any other business SK raised that the meeting’s Terms of Reference (ToR) were due for review in January 2020 and asked if in light of recent changes was a major review required? SK to make the minor changes and circulate to MS and the rest of the group for comment.</p> <p>LD advised that as part of the ToR for the BAME Group there is to be an annual written report provided and asked about which meeting it should be. SK suggested each Autumn meeting with the first being September 2020, by which time the group would have been running for a full 12 months.</p> <p>GH raised that she felt real progress had been made at the meeting.</p>	<p style="text-align: center;">SK</p>
	<p>Date and Time of next meeting: Thursday 12 March 2020 at 2pm in HR1</p> <p>MS raised that perhaps it would be useful to hold the meetings outside of HR. SK to email JS with the dates of the 2020 meetings to establish if the Esther White room is available.</p>	<p style="text-align: center;">SK</p>

“These minutes are to be treated in confidence. They may be subject to disclosure under the Freedom of Information Act 2000, subject to the specified exemptions, including the Data Protection Act 1998 and the Caldicott Guardian principles”

Action Log - Key points from meeting		
Agenda Item	Description	Action
3	<u>Matters Arising - BME Career Progression & Turnover</u> GH to circulate findings from ESR to show where promotions for BME staff have taken place and track back to show career progression.	GH
3	<u>Matters Arising - Insights Cultural Deep Dive/ Proposed Action Plan</u> Item carried forward - LL to share with BAME Group for comments.	LL
3	<u>Matters Arising - BAME Group Report</u> MS to pick up the issue of assertiveness training and positive messages / promotion, from the Senior Team.	MS
4	<u>Head of Equality, Diversity and Inclusion Update</u> MS to discuss with Sheran Oke about if the E&D meeting for workforce and patients should merge.	MS
5	<u>Disability Confident Leader</u> GH will circulate the gap analysis for comments.	GH
8	<u>Gender Pay Gap Report</u> SK will send the draft report to MS for comments in preparation for submitting the results to gov.uk.	SK
11	<u>Workforce Equality Objectives/4 Year Plan – Progress Report</u> SK and TB to meet to relook at the actions for 2020. Until the new plan is in place SK to continue to update and publish the existing one.	TB/SK SK
12	<u>BAME Group Report</u> GH to look at some further training for managers on interviewing and selection skills and to link with AV and the BAME Group.	GH/AV
13	<u>Clinical Support Services Division – Update Report</u> LL to report back at future meetings on the ER cases relating to protected characteristics	LL
13	<u>Clinical Support Services Division – Update Report</u> TB to have a discussion with the Divisional Representatives to see how they would like to report moving forward.	TB/Divisional Reps
13	<u>Clinical Support Services Division – Update Report</u> SK to note that the E&D elements of the survey results to be broken down and shared with the Divisional Reps, TB and HRBP's.	SK
19	<u>Staff Side Update – verbal</u> LD and AV to put TU Reps on agenda of the next BAME Group meeting and Shared Decision Making Council meeting.	LD/AV
20	<u>Any other business – Terms of Reference</u> SK to make the minor changes and circulate to MS and the rest of the group for comment.	SK
	<u>Date and Time of next meeting</u> SK to email JS with the dates of the 2020 meetings to establish if the Esther White room is available.	SK