

EQUALITY & DIVERSITY GROUP - STAFF

Minutes of meeting held on 12 September 2019 at 2:00pm in T&D Room 4

Present: Janine Brennan – Chair (JBr) Rob Atley (RA) Leanna Dennis (LD)
 Louise Ludgrove (LL) Jane Parker (JP) Clare Topping (CT)
 Ann Varughese (AV)



In Attendance: Sarah Kinsella (SK)

	AGENDA ITEM	ACTION/ PAPER ATTACHED
1	Apologies: Liz Aldridge, Michelle Coe, Richard Coxhill, Jo Smith	
2	Minutes of Last Meeting: The minutes of the meeting on 20 June 2019 were accepted as correct.	
3	<p>Matters Arising: <u>Matters Arising - BME Career Progression & Turnover</u> Item to be carried forward as it was unknown if GH had checked if ESR can show where promotions for BME staff have taken place and track back to show career progression.</p> <p><u>Matters Arising – Divisional Equality Objectives Report - Surgery</u> SK has chased Matt Tucker about an E&D Lead to replace the previous surgery representative and Richard Coxhill and Kim Pape’s names have been put forward.</p> <p><u>Annual Reports</u> No comments were received and the reports have been uploaded to the internet.</p> <p><u>Workforce Equality Objectives/4 Year Plan – Progress Report</u> SK has fed back to OD the need for there to be a specific E&D module that also includes unconscious bias in the leadership and management training. OD have advised this will be included in the next review. Updated objectives have been uploaded to the internet.</p> <p><u>Clinical Support Services Division – Update Report</u> LA was not present to report back on the outcome of her discussions with Sarah Cross regarding reasonable training adjustments for disabled staff on resuscitation training. SK read out the following feedback from Stephen Black in relation to manual handling training:</p> <p><i>“We have the following process in place for all practical training sessions:</i></p> <ul style="list-style-type: none"> • <i>Staff are asked to complete an ‘Ability to participate’ form on arrival, and adjustments are made accordingly</i> 	GH

	<ul style="list-style-type: none"> • <i>If a staff member is unable to complete large parts of the practical session they are signposted to Occupational Health and manager would be advised</i> • <i>Whenever relevant we have delivered a bespoke session for staff</i> • <i>Staff are only asked to perform the tasks they feel able to carry out within the session and any issues/problems can be discussed privately prior to or during a session.”</i> <p><u>W,C & O Division – Update Report</u> The action to draft an email for JBr to Divisional Directors to express concerns about the lack of engagement had not been done, but in light of now having a named representative for each Division it was agreed not to write to the DD’s at this time.</p> <p><u>Any Other Business - Onam</u> AV confirmed it was decided to delay the Onam event until October.</p> <p>All other items from the action log were covered on the agenda.</p>	
<p>4</p>	<p>Respect & Support: JBr advised there are challenges at the moment as there has been low take up for the development/training sessions, which was disappointing as the campaign will only work if people engage with it. At the CQC inspection there were criticisms that the campaign had not impacted the 2018 Staff Survey results, but JBr pointed out the campaign had only been launched just prior to the 2018 survey and many initiatives had not commenced at that time. Work continues which includes looking at the training being provided. Discussion took place as to some of the potential issues as to why numbers are low, such as the difficulties faced by clinical staff to attend due to the length of the sessions and how apathy may also be having an impact. This has also been discussed at the Partnership Forum Operational Subgroup and LL has feedback suggestions to OD. It was noted that community staff and night workers often don’t find out about these types of initiatives.</p>	
<p>5</p>	<p>Insights Cultural Deep Dive and Proposed Action Plan: LL gave an overview of the work to date with Diversity by Design (survey and the protected characteristics focus groups). The report on the outcomes of these has now been received and the general themes include a perceived glass ceiling, lack of diversity in senior management, unconscious bias especially with recruitment, flexible working difficulties and banter. The recommendations made need to be looked at in detail and a paper is due to go to the Workforce Committee in October. The recommendations include encouraging more staff network groups that feed into the Equality & Diversity Staff Group, a Non-Executive E&D Sponsor and quarterly updates on progress to the Workforce Committee. LL was keen to have BAME Group feedback and LL will contact LD. SK suggested a Disability Staff Group was probably a good area of focus first as we now have the data from the first WDES exercise.</p>	<p>LL</p>

6	<p>Recruiting for Difference: LL confirmed that the pilot recruitment exercise is moving forward and a meeting is planned for 26 September 2019. The pilot will consist of an Occupational Health post and an HR post. LL will give an update at the next meeting.</p>	LL
7	<p>Disability Confident Leader: Carried forward to the next meeting.</p>	GH
8	<p>Workforce Race Equality Standard: SK reported that the 2019 benchmarking exercise had been completed and the report has been sent to the September Workforce Committee for approval. SK gave a brief overview of the key things to note:</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. <p>When approved SK will share the results with LD and the new Equality, Diversity & Inclusion Lead. At this point in the meeting JBr took the opportunity to advise that an E,D&I Lead had been appointed (Tim Brown), his role will cover workforce and patients. This is the first time, from a workforce point of view, there has been a dedicated role to take the E&D agenda forward.</p> <p>JBr also explained that in relation to Board Representation a BME development programme for NED's has been implemented and NGH will have participant on placement at the Trust for 6-9 months.</p> <p>Workforce Disability Equality Standard: SK has also undertaken the first data collection exercise for WRES. Many of the questions are the same (or similar) to WRES, with some extra ones specific to disability/sickness. This report has also submitted for approval by the Workforce Committee. Key points to note are there are 20.59% of staff who have a 'not stated' entry on ESR for disability. The overall experience of disabled staff is lower than that of White staff and the Board does not represent with disability status of the overall Trust.</p>	
9	<p>Gender Pay Gap: SK advised that she has gone through the Gov.UK guidance documents on how to identify where potential issues may be and what areas to analyse further. The next step is to undertake the further analysis to give focus to actions that then need to be taken.</p>	
10	<p>E&D Strategy: SK confirmed that she had provided LD with the current version of the Strategy for comments and feedback by the BAME Group, specifically where</p>	LD

	they feel information is lacking or could be improved upon. SK will raise with the new E,D&I Lead the need for the Strategy to be reviewed this year and whether there should be just one for the whole Trust rather than the two (one for workforce and one for patients) that we currently have.	SK
11	<p>Rainbow Badges: SK reported the launch in July was very successful and at the first event 416 badges were signed up for. The current total is over 800 badges. More events are planned for the first week of October include an early morning in the Cyber Café for night staff (2 October 2019) and Core Brief on 4 October 2019. Thanks were expressed to SK, who wished for it to be noted that a lot of help was provided by other staff and it had been an example of some good collaborative working with clinical colleagues and Communications.</p>	
12	<p>Workforce Equality Objectives/4 Year Plan – Progress Report: SK highlighted the two changes since the last meeting. Firstly the objective to set up a BAME Group has been marked as completed and the objective to show E&D will be included in the review of the leadership and management training has been updated. SK will finalise and publish the updated version on the internet.</p> <p>LL raised other work taking place in relation to improving our people practices especially around formal processes such as disciplinaries. Cultural competencies of staff is also been looked at. It was noted that the objectives/actions being developed for these, plus other initiatives discussed during the meeting will need to be built into the document, so that there remains one E&D plan for workforce.</p>	SK
13	<p>BAME Group Report: Congratulations were expressed to LD who had recently got married. LD reported that the BAME Group have had their first two meeting. The first, in July, was to finalise the ToR and get to know each other. The second was a People Strategy Engagement Event and thanks were noted to Fiona Pittam who organised for Sonia Swart to run the event. Both meetings were successful, but the second meeting had fewer attendees. This could have been due to Communications not publicising the event as requested. There were also concerns that managers may be a barrier for some staff attending. Janine confirmed it had been discussed at Core Brief and managers were asked to release staff who wished to attend. SK to send LD a copy of Core Brief and SK will continue to promote the group through the HR Bulletin. JBr asked if some assertiveness training would be of benefit to the group to assist those staff who find it difficult to talk to their managers and LD felt that it would be helpful. JBr to discuss with OD. The next meeting on 4 October will focus on creating small working groups to focus on issues already raised it will also include a Cultural Festival for part of the meeting. In addition the University of Northampton has invited them to an event for Black History Month and BME Healthcare Awards has been publicised in the Trust Bulletin.</p> <p>Dates of the BAME Meetings planned so far are:</p>	SK JBr

	Date	Venue	Time	
	Friday 4 th October	Board Room	11.am – 12.45pm	
	Friday 1 st November	Large Hall, CPGMC	12.30pm – 1.45pm	
	Friday 29 th November	Large Hall, CPGMC	12.30pm – 1.45pm	
	Monday 23 rd December	Large Hall, CPGMC	12.30pm – 1.45pm	
	Friday 24 th January 2020	Large Hall, CPGMC	12.30pm – 1.45p)	
	Thursday 27 th February 2020	Large Hall, CPGMC	12.30pm – 1.45pm	
	Friday 27 th March 2020	Large Hall, CPGMC	12.30pm – 1.45pm	
14	W,C & O Division – Update Report & Objectives/Progress Report: RA went through the attached report. Discussion took place regarding the high female percentage of staff. It was noted that there are no male midwives at the Trust at present. It was suggested that perhaps roles in this area could be selected for recruitment using the ‘Recruiting for Difference’ method following the completion of the pilot. Contact should also be made with Tim Brown when he is in post to discuss further. In addition AV spoke about taster days that could be developed aimed at male workers.			 E&D Annual Report 2019 WCO.doc
15	Clinical Support Services Division – Update Report: Apologies received from LA			
16	Medicine Division – Update Report: Apologies received from MC and the attach report provided			 EQDS Divisional Report August 2019.
17	Surgery Division – Update Report: Apologies received from RC			
18	Facilities – Update Report: CT gave a verbal report to advise there were no grievance, disciplinaries or Bullying/harassment cases relating to E&D. Bespoke fire training for Domestic has been delivered recently to take into account the needs of the staff. The staff profile in Estates is not very diverse and CT is going to make contact with GH to look at the recruitment data for this area. CT is also going to discuss the Directorates overall E&D objectives with Stuart Finn.			
19	Corporate Update – verbal: Nothing to report at this time			
20	Staff Side Update – verbal: Nothing to report at this time.			
21	Any Other Business: <u>BAME Group Funds</u> LD raised the Cultural Festival Event planned for 4 October and asked about how funds could be raised. SK will send information about applying for Charitable Funds. For this event JBr will speak to her PA (Karen Evans) to provide £100.			JBr

	<p><u>International Shared Decision Making Council</u> AV asked if the Chair of the above meeting could be invited to attend. JBr felt this was a good idea. AV to provide SK with details so meeting invites could be sent out.</p> <p><u>Brexit</u> CT enquired if there had been an increase in issues, such as racist comments, in relation to Brexit. JBr was not aware of anything and LL added that it was being monitored to see if there were any issues or anxieties arising with the 31 October 2019 approaching. As a community worker LD has picked up on an increase in patients discussing it and there had been some issues. JBr advised that there is a Violence and Aggression Group in Patient and Nursing Services and JBr will flag the issues LD referred to with Sheran Oke and Stuart Finn. LL suggested a survey monkey be done for staff to assess if there have been any issues linked to Brexit.</p> <p>JBr advised that all EU staff were written to about the Settled Status when the vote first took place, but this should be redone as there will have been a number of new staff since that time.</p>	<p>AV</p> <p>JBr</p>
	<p>Date and Time of next meeting: Thursday 12 December 2019 at 10am in HR1</p>	

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Action Log - Key points from meeting		
Agenda Item	Description	Action
3	<p><u>Matters Arising - BME Career Progression & Turnover</u> Item to be carried forward as it was unknown if GH had checked if ESR can show where promotions for BME staff have taken place and track back to show career progression.</p>	GH
5	<p><u>Insights Cultural Deep Dive and Proposed Action Plan</u> LL to LD for BAME Group comments.</p>	LL
6	<p><u>Recruiting for Difference</u> LL will give an update at the next meeting on the pilot.</p>	LL
7	<p><u>Disability Confident Leader</u> Gap analysis report carried forward to the next meeting.</p>	GH
10	<p><u>E&D Strategy</u></p> <ul style="list-style-type: none"> • LD to provide SK with the BAME Group feedback • SK to raise the review with the new E,D&I Lead. 	LD SK
12	<p><u>Workforce Equality Objectives/4 Year Plan – Progress Report</u> SK to finalise and publish the updated version on the internet.</p>	SK

13	<u>BAME Group Report</u> <ul style="list-style-type: none"> • SK to send LD a copy of Core Brief where it was discussed • SK to continue to promote the group through the HR Bulletin. • JBr to discuss assertiveness training with OD. 	SK SK JBR
21	<u>Any Other Business - BAME Group Funds</u> JBr to speak to her PA (Karen Evans) to provide £100 for 4 October 2019 Cultural Festival event.	JBr
21	<u>Any Other Business - International Shared Decision Making Council</u> AV to provide SK with details of the Chair to invite to future meetings.	AV
21	<u>Any Other Business - Brexit</u> JBr to flag the issues LD referred regarding the community to the Violence and Aggression Group via Sheran Oke and Stuart Finn.	JBr