


EQUALITY & DIVERSITY GROUP - STAFF

Minutes of meeting held on 14 December 2017 at 2.30pm in HR1

Present: Andrea Chown – Chair (JBr) Liz Aldridge (LA) Rachel Morris (RM)
 Clare Topping (CT)

In Attendance: Sarah Kinsella (SK) & Geraldine Harrison (GH)

	AGENDA ITEM	ACTION/ PAPER ATTACHED
1	<p>Apologies: Janine Brennan, Leanna Dennis, Sandra Neale.</p> <p>SK advised that the Medicine Divisional Lead (Mark Battison) had left the Trust.</p>	
2	<p>Minutes of last meeting: Minutes of the meeting on 8 June and 28 September 2017 were accepted as correct.</p>	
3	<p>Matters Arising: <u>Apologies</u> SK has organised for the HRBP's to be sent minutes of future meetings. AC has discussed Divisional attendance with JBr, but they have not come to a conclusion as to the best way forward. All agreed it is clear that the group are trying to make equality as part of everyday routine through the inclusion of the Divisions and it was thought there is good practice out in the divisions. Those present thought that E&D might be a standing item on the Divisional Governance meetings and perhaps the Governance Leads should be membership of the group? However it was acknowledged these meetings have very large agenda's, so not much time would be given over to E&D discussions. The E&D Group is part of the Corporate Governance structure so it is required. AC put forward whether the priority of the group to ensure the Trust meets its legal requirements only, at this point in time? Discussion took place around this and LA felt that lots of good work is going on around the Trust, but there are limited mechanisms to capture this as within the current group structure those who are Divisional Leads do not have the time to prepare and produce the reports.</p> <p>GH referred to the gap analysis she had carried out for the Disability Confident Leader (item 4) and advised that we would need to demonstrate that we had stakeholder groups and also be able to evidence the work that the Trust was doing around E&D (specifically for disabled staff and applicants). This led to discussions about staff groups linked to the protected characteristics, which could then have a representative sitting on the E&D group, making the group more meaningful as staff would be sharing their experiences (good and bad). Divisions could then submit a report only rather than attending? AC noted all the ideas and will discuss them with JBr.</p> <p><u>Workforce Race Equality Standard</u> SK has uploaded it to the internet. AC spoke to Fiona Pittam about East Midlands Leadership Academy and confirmed that the Trust is no longer subscribing to the Academy, but staff can still access training, but it will be need to be paid for by the department. The Trust is now subscribing to NHS Elect.</p> <p><u>Annual Report – Progress Report</u> SK has uploaded the reports to the internet.</p> <p><u>Workforce Equality Objectives/4 Year Plan – Progress Report</u> SK has uploaded it to the internet.</p> <p><u>Staff Side Update - verbal</u> RM has discussed the Cultural Ambassador with JBr and the view is that it will run</p>	<p style="text-align: center;">AC</p>

	alongside the Respect and Support Campaign. All other items from the action log were covered on the agenda.	
4	Disability Confident Employer Gap Analysis: In addition to the information that GH gave in item 3, she advised that it would take a while to achieve as would need input from others and also local organisations would need to be involved. The process would need us to self-assess and then have an external assessment. It was decided that AC will organise for her, GH and SK to meet in the New Year and build the actions required into the Objectives/4 Year Plan.	AC
5	Gender Pay Gap Report: SK explained the legislative requirements, and although there was no requirement for the Trust to produce a report it was felt to be important in order to give context to the Trusts results. SK gave a brief overview of the report and the Trust's results. The group were happy to approve the report, which will now go to Workforce Committee in January 2018 and Trust Board in February 2018 in readiness for publication in March 2018.	 Gender Pay Gap Report March 2017 v. SK
6	Workforce Equality Objectives/4 Year Plan – Progress Report: SK gave a brief overview of the updates made. It was acknowledged that the way some of the actions were worded meant that they could never be marked as completed as they would be ongoing for the foreseeable future. SK will look at the wording when the next quarterly update is due to see if any can be reworded and marked as completed. SK will upload the updated objectives onto the internet.	SK SK
7	Divisional Equality Objectives Report: LA went through the objectives that had been set in 2016. In relation to the objective around getting more staff aged 18-20 years old through apprenticeships or similar, this objective had not been achieved and on review the age range has been expanded to 16-20 and 26-30 years of age, as these age ranges are both below the Trust figures. They had also noted that both these age groups also had the highest leavers rates. The objective relating to making reasonable adjustments for disabled staff has been achieved anecdotally, but LA did not have any specific data around this. Discussion took place about supporting staff with a disability and SK advised that the annual disability questionnaire for staff has recently been publicised through the Trust Bulletin and a screensaver and a few completed forms have been returned. It was suggested that the Employing Staff with a Disability Policy should be referred to on the Return to Work (RTW) Interview Form and SK will look and see if this is possible, as the form does have a lot of information on it. SK will also add something in a future HR Bulletin as well. LA added that Therapies has put on dyslexia training along with making adjustments for pregnant staff. Managers were informed about the dates of religious festivals so they were aware when staff may require adjustments to working hours to take into account fasting and prayers. SK added that she had recently uploaded to the intranet dates of 2018 religious festivals.	SK SK
8	Divisional Equality Data 2016/2017 - Medicine: SK advised that the outstanding data from Medicine had now been compiled and the HRBP will be taking it to a DMT meeting. AC felt that there were no major concerns, but it was noted that the leavers in age group 26-30 was higher than the Trust figures and male leavers from the Trust was also quite high.	
9	Divisional Reports: Clinical Support update provided in item 7. No other reports provided.	
10	Corporate Update – verbal: AC & CT did not have any issues to report.	
11	Staff Side Update – verbal: RM advised that this was her last meeting as she was leaving the Trust at the end of December 2017. RM is aware of some issues around mental health when disclosed at RTW interviews. It was felt that the up and coming training from MIND for managers will help with this, along with the OD sessions on having difficult conversations and HR can assist with signposting managers to the training. AC added that HRA's/OH have met recently and discussed mental health. OH has seen more stress and mental	

	health, but it's not increasing by large numbers. OH have advised that it should be dealt with at a management level first as OH are a signposting service. The new e-referral system should help with this as it will prompt the referring manager to discuss things with their staff first.	
12	Respect & Support Campaign: RM talked through the focus groups and how some good ideas had come from the staff about what the Trust could do, some being quick fixes and some more long-term actions. A paper has gone to the Executive Team for their approval. In the New Year a communication will be sent out as to what actions the Trust is going to take. RM mentioned that some of the staff who attended the focus groups expressed a willingness to be involved in making the changes. AC felt that the actions so far had been very positive.	
13	Any other business: <u>GH Future Attendance</u> GH advised she was happy to join the membership of the group on a permanent basis in light of the work required in relation to the achievement of the Disability Confident Leader and AC accepted GH's offer. SK will add GH to the membership of the Group. <u>WRES National Report</u> SK advised that the WRES National Report had been distributed the previous day. SK will bring a report to the next meeting. SK had a quick look through the report prior to the meeting and it seemed to mirror many of our local findings and in a couple of places referenced possible good practice by the Trust. <u>NHS Employers Diversity Demographic Tool</u> A tool has recently been released by NHS Employers whereby ESR data on ethnicity can be inputted and the tool will do an automatic comparison with the most recent census data. SK will bring more information to the next meeting. <u>January Workforce Committee</u> SK will be submitting the following to the January 2018 Workforce Committee meeting: <ul style="list-style-type: none"> • Updated Terms of Reference – very minor changes • Gender Pay Gap Report • 6 Monthly E&D Progress Report. 	SK SK SK SK
	Date and Time of next meeting: Thursday 15 March 2018 at 2:00pm in HR1	

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Action Log - Key points from meeting		
Agenda Item	Description	Action
3	<u>Matters Arising - Apologies</u> AC will discuss the ideas put forward regarding group attendance with JBr.	AC
4	<u>Disability Confident Employer Gap Analysis:</u> AC to organise for AC, GH and SK to meet in the New Year and build the actions required into the Objectives/4 Year Plan.	AC
6	<u>Workforce Equality Objectives/4 Year Plan – Progress Report:</u> SK to look at the wording at next quarterly update to see if any can be reworded and marked as completed. SK will upload the updated objectives onto the internet.	SK
7	<u>Divisional Equality Objectives Report:</u> SK to look at RTW Interview Form to see if room for reference to the Employing Staff with a Disability Policy. SK to add information about disability to a future HR Bulletin.	SK SK

13	<u>Any other business - GH Future Attendance</u> SK to add GH to the membership of the Group.	SK
13	<u>Any other Business - WRES National Report</u> SK to bring a report to the next meeting.	SK
13	<u>Any other Business - NHS Employers Diversity Demographic Tool</u> SK to bring more information to the next meeting.	SK
13	<u>Any other Business - January Workforce Committee</u> SK to submit the following to the January 2018 Workforce Committee meeting: <ul style="list-style-type: none"> • Updated Terms of Reference – very minor changes • Gender Pay Gap Report • 6 Monthly E&D Progress Report. 	SK