

**EQUALITY & DIVERSITY GROUP - STAFF**

**Minutes of meeting held on 14 June 2018 at 2:00pm in HR1**

**Present:** Janine Brennan – Chair (JBr)    Andrea Chown (AC)    Leanna Dennis (LD)  
Nathan Gallavan (NG)    Karen Tomlin (KT)    Clare Topping (CT)

**In Attendance:** Sarah Kinsella (SK)

	<b>AGENDA ITEM</b>	<b>ACTION/ PAPER ATTACHED</b>
1	<b>Apologies:</b> Liz Aldridge, Fay Gordon, Jane Parker.	
2	<b>Minutes of last meeting:</b> The minutes of the meeting on 26 March 2018 were accepted as correct.	
3	<p><b>Matters Arising:</b> <u>Matters Arising</u> SK has added an objective to goal 1 for the Disability Confident Employer Scheme and AC, GH and SK will be meeting to discuss further in July.</p> <p><u>Equality Analysts (EA) Gaps</u> SK plans to write to the Divisional Directors/Managers in July to advise of where their gaps are and asking them to nominate members of staff to undertake the training and act as their areas analyst.</p> <p>SK drafted a letter for JBr to Fiona Barnes to advise that a potential gap may have been identified in relation to EA for service change. As a result SK has reviewed the Trust Business Case template and ensured that the wording is up-to-date and consistent with what we are saying on the Trust Board front sheet and the EA toolkit.</p> <p><u>Workforce Race Equality Standard National Report</u> JBr has spoken to Catherine Thorne about the current Non-Exec Director post that is out for advert in relation to encouraging BME and other underrepresented protected characteristic to apply, which CT has advised is done as a matter of course.</p> <p>Wording has been produced to reflect that NGH welcomes applications from BME groups and other underrepresented protected characteristics and is now used on Trust adverts on NHS Jobs.</p> <p><u>Staff Survey E&amp;D Key Findings</u> SK has provided Nigel Makina with this information.</p> <p>SK went through a report that looked at the staff survey data for the percentage of staff believing that the Trust provides opportunities for career progression compared to the percentage of staff promoted (as recorded on ESR) and the Trust's profile. Some issues were identified and JBr suggested that focus groups for BME staff may be useful to find out what the barriers are i.e. not applying, not being shortlisted, not being appointed following interview. AC to discuss with the HRBP's.</p> <p><u>EDS2</u> SK and AC have a meeting in the diary to discuss a review of the workforce EDS2 self-assessment</p> <p><u>Draft Workforce Equality Objectives/4 Year Plan</u> SK has formalised the draft and the new version is now being used.</p>	<p><b>SK/AC/GH</b></p> <p><b>SK</b></p> <p><b>AC</b></p> <p><b>SK/AC</b></p>

	<p><u>Draft Divisional Equality Objectives Report – Medicine</u> SK drafted a letter for JBr to the Medicine Divisional Director in relation to their representative and objectives and the meeting welcomed Karen Tomlin to her first meeting as the Medicine representative.</p> <p>AC has discussed with the Facilities HRBP, who has just returned from maternity leave, the E&amp;D objectives for Facilities and they will be in touch with CT and Stuart Finn in due course.</p> <p>JBr has raised with Northampton University (Steve O'Brien) about encouraging protected characteristics to apply for nursing courses and he seemed receptive to the idea.</p> <p>SK asked Andy Belcher to discuss with JBr how The Best of Both Worlds could be utilised to encourage underrepresented groups to apply for posts, but JBr advised he has not spoken to her. SK will remind AB about this.</p> <p><u>Divisional Reports</u> SK sent JL the template.</p> <p><u>Staff Side Update – verbal</u> SK contacted the SPF secretary about their attendance, who advised that she is working on getting a representative to attend.</p> <p>All other items from the action log were covered on the agenda.</p>	<p>SK</p>
<p>4</p>	<p><b>Respect &amp; Support:</b> Due to time constraints JBr was not able to cover this item, so it is to be carried over to the next meeting.</p>	<p>SK</p>
<p>5</p>	<p><b>Annual Report – Progress Report:</b> AC talked through the monitoring report, the reasons for it and the need to publish it on the Trust's external website. SK talked through the written update report and highlighted some of the articles it contains this year. In relation to the monitoring report there was nothing contained in it that indicated there was cause for concern, but the data will be looked at more closely over the coming weeks. SK asked for any comments regarding the reports to be with her within the next two weeks as it then needs to be prepared and forwarded to the Workforce Committee for approval.</p>	<p>All</p>
<p>6</p>	<p><b>Workforce Equality Objectives/4 Year Plan – Progress Report:</b> SK advised that the progress report has been updated since the last meeting. The 2017 staff survey and gender pay gap reporting for 2018 have been completed and the progress report wording for the staff survey and development and leadership training have also been updated. SK will publish the updated version on the internet.</p>	<p>SK</p>
<p>7</p>	<p><b>Gender Pay Gap Reporting:</b> SK summarised an overview of the gender pay gap results for the East Midlands that had been collated by Derby. For all of the areas that are required to be reported on NGH's results were broadly consistent with the other Trust's in the area. The exercise is required to be repeated annually and it is hoped that some clearer guidance will be made available this year as to how to deal with Clinical Excellence Awards and similar as it is likely different Trust's interpreted the information in different ways.</p>	
<p>8</p>	<p><b>NHS Leadership Academy Senior Influencer Groups:</b> AC went through an email that she had received as the NHS Leadership Academy has set up a number of senior influencer groups as part of the Building Leadership for Inclusion work stream (BLFI). The groups draw together senior NHS colleagues (working at a Band 8a or above) with protected characteristics to work with the BLFI team to lead change and ensure that the voices of those who are most negatively affected by discrimination and exclusion are situated at the centre of the BLFI programme of work and its strategies for change. They are currently seeking further representation in the groups (BAME, Disability, LGBT and Women) from senior leaders</p>	

	in the East Midlands – particularly women influencers and disability influencers. AC enquired if this was something that the Trust wished to support. JBr advised it was, but due to the fact we are no longer subscribed to EMLA it may be something we cannot participate in. AC to check if that is the case and if so to enquire with Fiona Pittam if NHS Elect, who we are now registered with, do something similar.	AC/FP
9	<p><b>Divisional Equality Objectives Report:</b> KT advised that with the support of the HRBP the Medicine Division now have a set of equality objectives around younger and older workers, disabled staff, religious festivals and looking if reasons for staff leaving are related to E&amp;D. As this was KT's first meeting JBr emphasised the need for the Division to take ownership and for monitoring to take place at DMT meetings. KT confirmed that she has asked for it to be on the agenda and the objectives have been circulated. SK explained that a yearly progress report would be timetabled.</p> <p>No-one from Surgery was present to give their progress report, so will be put on the agenda for the next meeting.</p>	SK
10	<p><b>Divisional Reports:</b> KT went through the Medicine Report, which did not identify any major issues. However JBr highlighted that in regards to the number of formal employment cases it would help if the report also showed the total of number of cases to give the data context. SK to update the report template.</p> <p>Surgery – no-one present and no report provided Clinical Support Services – apologies received from LA W, C &amp; O – no-one present and no report provided.</p>	SK
11	<p><b>Corporate Update – verbal:</b> CT &amp; AC advised there was nothing to update at this time.</p>	
12	<p><b>Staff Side Update – verbal:</b> Apologies received from SPF.</p>	
13	<p><b>Any other business:</b> <u>New Draft Regulations to Prevent Applicant Discrimination</u> Although not technically E&amp;D, SK highlighted that she found on NHS Employers a news article about staff who speak up about patient safety issues and seek new jobs in the NHS will be protected under new draft regulations proposed by the government. The new regulations seek to prohibit an employer from treating an applicant less favorably than another based on their previous history of raising concerns. Under existing legislation, 'workers' are protected against detrimental treatment, while the new amendments to the Employment Rights Act 1996 will extend this to include applicants. Applicants will have the right to submit a complaint about discrimination to an employment tribunal (within three months) with cases outside of that time considered at the discretion of the tribunal. AC flag with GH.</p> <p><u>St Andrews Hospital</u> LD advised that she had met with the Equality and Inclusion Lead from St Andrews Hospital (Serita Bonsignore) and had passed on her experiences of working in the NHS along with the courses she had attended through EMLA. LD wanted to check that there were no boundaries as to what she could share. AC explained that she and SK had also met Serita in May to share ideas and explore if there was any joint working opportunities. It was AC's view that St Andrews are further ahead than NGH, but the sharing of ideas would be useful. JBr confirmed to LD there were no boundaries as to what she could share.</p>	AC
	<p><b>Date and Time of next meeting:</b> Thursday 20 September 2018 at 2:00pm in HR1</p>	

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Action Log - Key points from meeting		
Agenda Item	Description	Action
3	<u>Matters Arising</u> SK, AC & GH to meet to discuss the Disability Confident Employer objective.	AC, SK & GH
3	<u>Equality Analysts (EA) Gaps</u> SK to write to the Divisional Directors/Managers to advise of where their gaps are and asking them to nominate members of staff to undertake the training and act as their areas analyst.	
3	<u>Staff Survey E&amp;D Key Findings</u> AC to discuss with the HRBP's regarding finding out what the barriers are for BME staff and promotion opportunities.	AC
	<u>Staff Survey E&amp;D Key Findings</u> SK to remind Andy Belcher to discuss with JBr how The Best of Both Worlds could be utilised to encourage underrepresented groups to apply for posts.	SK
3	<u>EDS2</u> SK and AC to discuss a review of the workforce EDS2 self-assessment.	SK/AC
4	<u>Respect &amp; Support</u> To be carried over to the September 2018 meeting.	SK
5	<u>Annual Reports</u> Comments to be with SK within two weeks.	All
6	<u>Workforce Equality Objectives/4 Year Plan – Progress Report</u> SK to publish the updated version on the internet.	SK
8	<u>NHS Leadership Academy Senior Influencer Groups</u> AC to check if we can participate as we are no longer subscribed to EMLA and if that is the case to enquire if NHS Elect do something similar.	AC/FP
9	<u>Divisional Equality Objectives Report</u> Surgery progress report to be put on the agenda for the next meeting.	SK
10	<u>Divisional Reports</u> SK to add a column to the report template to show the total number of cases.	SK
13	<u>New Draft Regulations to Prevent Applicant Discrimination</u> AC to flag the new draft regulations with GH.	AC