

EQUALITY & DIVERSITY GROUP - STAFF

Minutes of meeting held on 14 March 2019 at 2:00pm in HR1

Present: Janine Brennan – Chair (JBr) Liz Aldridge (LA) Jane Parker (JP)

Jo Smith (JS) Clare Topping (CT)

In Attendance: Sarah Kinsella (SK) & Sabra Safari (SS)

	AGENDA ITEM	ACTION/ PAPER ATTACHED
1	Apologies:	FAFER ATTACHED
	Linda Bazeley, Andrea Chown, Michelle Coe, Leanna Dennis, Geraldine Harrison.	
2	Minutes of last meeting:	
	The minutes of the meeting on 13 December 2018 were accepted as correct.	
3	Matters Arising: BME Career Progression & Turnover SK reran the report (attached) relating to career progression from 1 April 2018 to 31 January 2019, which clearly showed that compared to the Trust profile, -8.75% of BME staff were promoted or transferred into a higher band. JBr felt that more analysis was required. NM did not attend the meeting so no information was available regarding turnover.	Career Progression BME April 18- Jan 19. SK NM
	Disability Confident Leader GH sent apologies so no update was available regarding the gap analysis. Action to be carried forward.	GH
	Gender Pay Gap Report SK sent the report to the January 2019 Workforce Committee and Trust Board. It has now been submitted to Gov.uk and is on the Trust internet site.	
	Workforce Equality Objectives/4 Year Plan – Progress Report SK has actioned the upload of the report to the internet and added CQC KLOE Gap Analysis information.	
	Divisional Equality Objectives Report - Surgery LB sent apologies so the action to add timelines and methodology for measuring objectives was carried forward.	LB
	Divisional Equality Objectives Report - Clinical Support Services LA advised that the rational as to why only band two posts were being reviewed was to make the task manageable and other bands will be reviewed.	
	<u>Divisional Reports - W,C & O</u> NM did not attend the meeting so the action to include Midwifery when working with Best of Both Worlds to promote and encourage applications from the underrepresented groups was carried forward.	NM
	Any other business - Track CT confirmed the meeting with Track took place on 11 March 2019 and GH attended.	
	Terms of Reference (ToR) The reviewed ToR was approved at the January 2019 Workforce Committee meeting.	
	All other items from the action log were covered on the agenda.	
4	Respect & Support: JBr advised that the hotline is now in place. To date very few calls have been	



	received. NHSI have been working closely with the Trust and have developed a national toolkit based on our approach. JBr will be speaking at a national conference about it at the end of March 2019.	
5	BME Networking Group: SK introduced SS, from the HR Locum Centre, who had made enquiries about if the Trust had a BME group. AC and SK met with SS regarding this, asked SS for her thoughts and explained the Trust's current position. As a result AC/SK felt that it would be beneficial for the group to hear SS's views. SS talked through her understanding of NHFT's set up (leaflet attached), as her sister is involved and explained the reasons why she felt it would be something that the Trust and its BME staff would benefit from having. SS explained that she had also discussed it with other BME staff within HR and also with LD, who SK/AC had put her in touch with. SS felt that a group would be a supportive measure for staff and an opportunity for them to feel empowered and more included in the work of the Trust. JBr asked about how the group at NHFT worked i.e. was it self organising and how did it feed into the Trust.	NHFT BME Leaflet.pdf
	It was agreed that SS would have a further discussion with LD and come back to the next meeting to discuss what involvement they would like to have in progressing a BME group at the Trust.	
	JBr also talked through some of the ongoing/upcoming work around equality, such as the focus groups being organised by OD and Diversity by Design which is a recruitment mechanism being piloted for two posts (ADN and a Porter) to work to remove unconscious bias in recruitment processes. SS confirmed that she is booked to attend a focus group session.	SS
6	CQC E&D Gap Analysis: SK talked through the process undertaken for the two CQC KLOE's that affect workforce E&D. The gap analysis focused on the criteria to be met for being considered 'outstanding' and 'good'. SK highlighted where it was felt the issues were, mainly staff feeling discriminated (staff survey), career progression, talent management and lack of networking groups. However based on what had already been discussed from items 4 & 5 it was clear that these were the issues that the Trust was aware of and along with the Talent Management Strategy that is currently being worked on the Trust would be able to demonstrate to the CQC that it was aware of the issues and work is being undertaken in these areas.	CQC Well Led Equality Gap Analysis
7	WRES National Report & WDES: SK went through the attached table that showed how NGH compared nationally for the 2018 WRES reporting exercise (based on the results from the 2017 staff survey, where applicable). In a number of areas the Trust was reporting better results that the national position, but as previously discussed the areas for concern showed in BME staff in very senior positions, bullying and harassment for both White and BME staff, career progression for BME staff, discrimination for White and BME staff and finally BME representation on the Trust Board.	NGH Comparrison with National Results.
	SK advised that NHS England are implementing the next standard in 2019 which is the Workforce Disability Standard (WDES). It will have similar KPI's to the WRES, but the issue will be that on ESR approx. 3% of staff have declared a disability, but through the Staff Survey usually 15% of staff approx. indicate they are disabled. This is an issue nationally and via screensavers and the bulletin we have been encouraging people to declare a disability in preparation for the WDES, but to also ensure we are trying to offer staff relevant support, if they require it.	
8	Staff Survey E&D Report: SK highlighted some of the key outcomes of the 2018 Staff Survey in relation to E&D. She explained the changes to the reporting format from previous surveys. E&D is now one of the 10 themes that are reported on a score out of 10. There has been a decrease from 2017 of -0.1 to a score of 8.9, which is below the national average of 9.1. Of the 4 questions that feed into the overall theme score all have deteriorated with	E&D Key Finding Results.docx



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	the exception of one. It was again noted that the areas of concern from the survey are	
	those that have been highlighted in the discussions earlier on in the agenda of the	
	meeting.	
9	Disability Confident Leader:	
	Carried forward to next meeting.	GH
10	Gender Pay Gap – Gov.UK Guidance:	
	Carried forward to next meeting.	SK
11	EDS2:	
	SK reported that NHS Employers have advised EDS3 is in draft format, but there is	
	release date is available at present. It was agreed not to undertake any work on EDS2	
	and to wait until the release of EDS3.	
12	Annual Report – Progress Report:	
	Work has commenced and will be brought to the next meeting.	SK
13	Workforce Equality Objectives/4 Year Plan – Progress Report:	<u> </u>
13	The plan has been updated. SK will add in information about the focus groups and the	SK
		3K
	Diversity by Design pilot and then update the version published on the Trust internet	
4.4	Site. Medicine Division - Undete Benert & Objectives/Progress Benert:	
14	Medicine Division – Update Report & Objectives/Progress Report:	
&	The group welcomed JS to her first meeting. JS explained that herself and MC have	
15	taken on the role of E&D Lead for Medicine jointly and following a meeting with their	EQDS Divisional
	HRBP it has become apparent that none of the objectives set previously have been	Report and annual ob
	achieved. The original objectives are still relevant so they will be concentrating on	
	these over the coming months. JS talked through some of the ideas that they have. A	
	discussion took place as to how to feed these up the Divisional agenda and LA advised	
	that they have an agenda item on the DMT/DMB and also on included on the quality	
	management report. There have been no HR cases related to E&D and one of the	
	current concerns is around age and a lack of younger staff together with staff aged 56+	
	as some nurses can retire at 55 if they wish.	
16	Clinical Support Services Division – Update Report:	Tar SA
	LA went through her report of which there were no HR cases related to E&D. LA	
	talked through some of the good practice, such as supporting staff with disabilities via	Eq and Div CSS
	workplace adjustments and also making adjustments to pregnant members of staff.	Divisional Report Mar
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17	Surgery Division – Update Report:	
40	LB had given her apologies. No report provided.	
18	W,C & O Division – Update Report:	
40	No one present and no report provided.	
19	Facilities – Update Report:	W 🖹
	CT advised there had been a grievance raised in relation to race discrimination and the	
	learning was the manager would be attending E&D training. Good practice included	Faciliites March
	DDA considerations with the Knightly refurbishment together with the Nye Bevan build.	2019.doc
	A potential issue regarding culture/race is being resolved in Domestic Services. CT	
	referred back to item 5 where JBr talked about the portering role which is part of the	
	pilot for Diversity by Design. CT highlighted how in estates certain job roles seem to	
	attract the same demographic and how there is not enough diversity across the	
	Directorate.	
20	Corporate Update – verbal:	
	AC had given her apologies.	
21	Staff Side Update – verbal:	
	JP had nothing to update.	
22	Any other business:	
	Rainbow Badges	
	SK raised how she had been approached by some staff in relation to the decision	
	made at the previous meeting not to participate in the initiative. SK explained how the	
	staff that had made contact with her were very passionate about the benefits of the	
	badges, especially to young vulnerable patients, some of whom have approached a	
	member of staff in the Emergency Department who was wearing a badge and	

discussed with them some mental health issues in relation to their sexuality. The key message was that they were asking for the decision regarding the badges to be reconsidered, as there are clear benefits to patients. JBr asked SK to organise putting together information about the cost of the badges and to also ensure that infection prevention were approached to give their advice as well. Funding was discussed and dependent on SK's findings it may be something that the charitable fund could be approached about as there are benefits to patients. SK to approach Keith Brooks.	sk sk
Track Meeting CT reported this had been a positive meeting, that GH and Debbie Wiggley attended. It is planned to take Track round to the different departments where they think there may be suitable roles for people with autism. Date and Time of next meeting: Thursday 20 June 2019 at 2:00pm in HR1	

[&]quot;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	Matters Arising - BME Career Progression & Turnover	
	SK to do more analysis regarding BME career progression.	SK
	NM to provide the turnover information	NM
3	Matters Arising - Disability Confident Leader	
	Gap analysis. Action to be carried forward.	GH
3	Matters Arising – Divisional Equality Objectives Report - Surgery	
	LB sent apologies so action to add timelines and methodology for measuring	LB
	objectives was carried forward.	
3	Matters Arising – Divisional Reports - W,C & O	2124
	NM did not attend the meeting so the action to include Midwifery when working with	NM
	Best of Both Worlds to promote and encourage applications from the	
5	underrepresented groups was carried forward. BME Networking Group	
3	SS to have would have a further discussion with LD and come back to the next	SS
	meeting to discuss what involvement they would like to have in progressing a BME	00
	group at the Trust.	
10	Gender Pay Gap – Gov.UK Guidance	
	Carried forward to next meeting.	SK
12	Annual Report – Progress Report	
	To be brought to the next meeting.	SK
13	Workforce Equality Objectives/4 Year Plan – Progress Report:	
	SK to add in information about the focus groups and the Diversity by Design pilot	SK
	and then update the version published on the Trust internet site.	
22	Any other business:	
	Rainbow Badges	
	SK to put together information about the cost of the badges	SK
	SK to ensure that infection prevention approached to give their advice	SK
	SK to organise approaching Keith Brooks from Charitable Funds.	SK