

EQUALITY & DIVERSITY GROUP - STAFF




Minutes of meeting held on 20 June 2019 at 2:00pm in HR 1

Present: Janine Brennan – Chair (JBr) Liz Aldridge (LA) Leanna Dennis (LD)
Geraldine Harrison (GH) Sabra Safari (SS) Ann Varughese (AV)

In Attendance: Sarah Kinsella (SK)

	AGENDA ITEM	ACTION/ PAPER ATTACHED
1	Apologies: Louise Ludgrove, Jo Smith, Clare Topping	
2	Minutes of last meeting: The minutes of the meeting on 14 March 2019 were accepted as correct.	
3	<p>Matters Arising:</p> <p><u>Matters Arising - BME Career Progression & Turnover</u> GH to check 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 advised that LB is no longer part of the Surgery Division. Matt Tucker has been contacted to advise a replacement is required. SK to chase MT.</p> <p><u>Matters Arising – Divisional Reports - W,C & O</u> AV to pick up with Andy Belcher the action to include Midwifery when working with Best of Both Worlds to promote and encourage applications from the underrepresented groups.</p> <p><u>Workforce Equality Objectives/4 Year Plan – Progress Report:</u> SK updated the document to include information about the focus groups and the Diversity by Design pilot and this has been updated on the Trust’s intranet site.</p> <p>All other items from the action log were covered on the agenda.</p>	<p>GH</p> <p>SK</p>
4	Respect & Support: JBr advised that the training was not capturing all groups of staff and the numbers across the Trust who have attended are quite low, so this is being looked at. There also continues to be concerns about grade discrimination, so an application is being made to NHSI for funding to do some further work on this, possibly with an external organisation.	
5	Disability Confident Leader: GH advised the gap analysis had been undertaken, but not yet finalised. Her initial view was that there did not seem to be many areas where	

	further work would be required to bring the Trust up to level 3. GH will give a more comprehensive report at the next meeting.	GH
6	<p>BAME Group: SK gave an update on the progress that she and AC had made with LD and SS. It was their hope that JBr would approve the organisation of the first meeting towards the end of July 2019. LD and SS talked through the Terms of Reference (ToR) and the publicity material they had developed. Following discussion it was confirmed that BAME stood for Black, Asian and Minority Ethnic. In addition an objective would be added to the ToR to refer to assisting the Trust with its E&D agenda in relation to strategic issues and initiatives. JBr confirmed that she was happy for the group to organise its first meeting. SK will assist LD and SS to make the changes agreed, together with supporting the organisation of a venue and forwarding information to Communications in relation to publicity. JBr will update the Executive Team on the launch of the group.</p>	<p>SK/LD/SS</p> <p>JBr</p>
7	<p>Annual Reports: SK referred to the final drafts of the 2018/2019 reports that were attached to the agenda. Due to the low attendance SK will circulate to the group for comments prior to submitting them to the July 2019 Workforce Committee for approval. SK will action JBr's request for a photo of Nye Bevan on the written report together with reference to 'Diversity by Design', the pilot of the new recruitment methods and the national issue of very low data for staff with a disability on ESR versus the high percentage of those who complete the staff survey. JBr gave thanks to those who had worked to compile the reports.</p>	<p>SK</p> <p>SK</p>
8	<p>Workforce Race Equality Standard & Workforce Disability Equality Standard: SK confirmed that work had commenced on the annual WRES submission and the first WDES submission to NHS England. There had been some issues with the initial data and guidance provided from NHS England, but these now seem to be resolved. Submissions are due in August, with information being required to be published on the Trusts external website in September 2019.</p>	
9	<p>Gender Pay Gap Report: SK referred to the report attached to the agenda and explained that for the mean and median averages there had been a small improvement in the gap, which now sits at 29.7% (mean) and 8.9% (median). SK advised that the Government had produced two guides as to how to develop an action plan and how to understand your organisations pay gap. SK to provide JBr with a copy of the two documents and SK will review the guidance in more detail and feedback.</p>	SK
10	<p>Workforce Equality Objectives/4 Year Plan – Progress Report: SK highlighted where she had made updates, since the previous meeting and these were agreed. JBr also requested additional information regarding 'Diversity by Design and the recruitment pilot to be included. In relation to the action for Leadership and Development</p>	

	<p>training, JBr confirmed there did need to be a specific E&D module that also included unconscious bias. SK to feed this back to Fiona Pittam. SK will update the document and ensure the updated version is published on the internet.</p> <p>It was noted that the objectives are due for full review in 2020 and SK advised that the Workforce E&D Strategy was due for review in Autumn 2019. SK will provide JBr with a copy of the Strategy so that consideration can be given as to what needs to be updated.</p>	<p>SK SK</p> <p>SK</p>
11	<p>Rainbow Badges: SK advised that a lot of progress had been made and gave a brief overview of the scheme. It is planned to launch on 15 July 2019 with an event in the Cyber Café. Communications are assisting with publicity and SK is also receiving help and support from an ADN and an ED Consultant. It was felt that some support for staff around listening would be beneficial and JBr advised that an advert is currently out for a Head of E&D to be shared by HR and P&NS and this is something that this role could organise once appointed.</p>	
12	<p>Surgery Division – Update Report & Objectives/Progress Report: As referred to in item 3, there is no current Surgery representative so no report or update was available.</p>	
13	<p>Clinical Support Services Division – Update Report: See attached report. Discussion took place regarding the issue around disabled staff who are not able to physically undertake resuscitation or manual handling and how this is reported, together with what reasonable adjustments can be made or exemptions given. LA will discuss resuscitation with Sarah Cross and SK will discuss with Stephen Black and also Debbie Wigley for general advice.</p>	 <p>Eq and Div CSS Divisional Report June</p> <p>LA SK</p>
14	<p>Medicine Division – Update Report: JS sent her apologies and the attached report was read out in her absence.</p>	 <p>EQDS Divisional Report June 2018.dc</p>
15	<p>W,C & O Division – Update Report: No apologies or report was received.</p> <p>JBr requested SK draft an email for her to the Divisional Directors to express concerns about the lack of engagement from the Divisions and that although we recognise the pressures the E&D agenda is important.</p>	<p>SK</p>
16	<p>Facilities – Update Report: CT sent her apologies and the attached report was read out in her absence.</p>	 <p>EQDS Divisional Report Facilities June</p>
17	<p>Staff Side Update – verbal: No-one from Staff Side was present.</p>	
18	<p>Any Other Business: <u>Onam</u> AV advised that the Overseas Shared Decision Making Council would like to raise cultural awareness of Onam, which is an annual Hindu</p>	

	<p>holiday from 1 to 13 September 2019. JBr advised that as Sheran Oke (SO) is the lead of the decision making councils it would be best to bring this to her attention. AV will email JBr with the information by Monday 24 June 2019, so that she can discuss it with SO's.</p> <p><u>Black History Month</u> AV also raised that it is Black History Month in October. It was agreed that this would be best discussed at the BAME group for their ideas and suggestions.</p>	<p>AV</p> <p>AV/LD</p>
	<p>Date and Time of next meeting: Thursday 12 September 2019 at 2:00pm 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> GH to check 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 to chase Matt Tucker about a E&D Lead to replace LB.</p>	<p>GH</p> <p>SK</p>
5	<p><u>Disability Confident Leader</u> GH will give a more comprehensive report on the gap analysis at the next meeting.</p>	GH
6	<p><u>BAME Group</u></p> <ul style="list-style-type: none"> SK to assist LD and SS to make the changes agreed to the ToR and publicity, together with supporting the organisation of a venue and forwarding information to Communications in relation to publicity. JBr will update the Executive Team on the launch of the group. 	<p>SK/LD/SS</p> <p>JBr</p>
7	<p><u>Annual Reports</u> SK to circulate reports to the group for comments and action changes requested.</p>	SK
9	<p><u>Gender Pay Gap Report</u></p> <ul style="list-style-type: none"> SK to provide JBr with a copy of the two documents from Gov.UK. SK will review the guidance in more detail and feedback. 	<p>SK</p> <p>SK</p>
10	<p><u>Workforce Equality Objectives/4 Year Plan – Progress Report:</u></p> <ul style="list-style-type: none"> SK to feedback to FP the need for there to be a specific E&D module that also included unconscious bias in the leadership and management training. SK will update the document and ensure the updated version is published on the internet. 	<p>SK</p> <p>SK</p>

	<ul style="list-style-type: none"> • SK to provide JBr with a copy of the Strategy so that consideration can be given as to what needs to be updated. 	SK
13	<u>Clinical Support Services Division – Update Report</u> Reasonable training adjustments for disabled staff to be discussed <ul style="list-style-type: none"> • LA with Sarah Cross for resuscitation • SK with Stephen Black for manual handling and Debbie Wigley for general advice. 	LA SK
15	<u>W,C & O Division – Update Report</u> SK to draft an email for JBr to Divisional Directors to express concerns about the lack of engagement.	SK
18	<u>Any Other Business - Onam</u> AV to email JBr with Onam information by Monday 24 June, so that she can bring it to SO's attention.	AV