

**EQUALITY & DIVERSITY GROUP - STAFF**

**Minutes of meeting held on 26 March 2018 at 2:00pm in HR1**

**Present:** Janine Brennan – Chair (JBr) Liz Aldridge (LA) Andrea Chown (AC)  
Jonathan Loasby (JL) Clare Topping (CT)

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

	<b>AGENDA ITEM</b>	<b>ACTION/ PAPER ATTACHED</b>
1	<b>Apologies:</b> Fay Gordon, Sandra Neale	
2	<b>Minutes of last meeting:</b> The minutes of the meeting on 14 December 2018 were accepted as correct.	
3	<b>Matters Arising:</b> <u>Matters Arising – Apologies</u> AC has discussed the ideas put forward regarding group attendance with JBr.  <u>Disability Confident Employer Gap Analysis</u> AC to organise for AC, GH and SK to meet and build the actions required into the Objectives/4 Year Plan.  <u>Divisional Equality Objectives Report</u> SK has added reference to the Employing Staff with a Disability Policy on the RTW interview form and in the December 2017 HR Bulletin.  <u>Any other business – GH Future Attendance</u> SK has added GH to the membership of the Group.  <u>Any other Business – January Workforce Committee</u> SK submitted the updated Terms of Reference – very minor changes, Gender Pay Gap Report and the 6 Monthly E&D Progress Report to the January 2018 Workforce Committee meeting.	<b>AC</b>
4	<b>Respect &amp; Support Campaign:</b> JBr reported that bullying and harassment had worsened from the previous year's Staff Survey results, but this was expected following the work that had commenced around respect and support the previous year. Work has taken place to gain a deeper understanding, through survey monkey and focus groups. A series of interventions has now been approved by the Workforce Committee and fed back to those who attended the focus groups. There will be a multi-faceted approach, which will include prevention together with dealing with incidents of B&H. At the next meeting JBr will go through the approach in more detail.	<b>JBr</b>
5	<b>Equality Analysts (EA) Gaps:</b> SK advised that some Divisions/Directorates no longer have a trained equality analyst. SK will be writing 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. AC asked if analysis is carried out on service changes. SK to draft a letter to Fiona Barnes on behalf of JBr to advise that a potential gap may have been identified in relation to EA for service change.	<b>SK</b> <b>SK</b>
6	<b>Workforce Race Equality Standard National Report:</b> SK went through the summary that was attached to the agenda. When compared to the national results NGH compared favorably for most of the report's key findings, with the exception of: <ul style="list-style-type: none"><li>• NGH's increase of BME staff was less than the national increase</li></ul>	



	<p>relation to who their representative at the meeting is to be and the requirement for a confirmed set of objectives that the Division has ownership of. SK will add it to the agenda of the next meeting.</p> <p>This lead to discussion about the difficulties of engaging managers in E&amp;D at meetings such as DMT's. JBr hoped that the work that Divisional Directors will be undertaking in relation to their Divisional Staff Survey results may assist as two of the key findings relate specifically to E&amp;D.</p> <p>JBr also raised that she felt it would be a good idea for Facilities to have E&amp;D objectives as they have a large number of staff. In light of the fact that the HRBP will be returning from maternity leave in May it was agreed to wait until their return before commencing that piece of work. AC will discuss it with the HRBP on her return.</p> <p>General discussion then took place regarding the recruitment of underrepresented groups such as males and BME. JBr advised that nationally the HRD's have been lobbying for a national recruitment campaign/adverts, such as those that are being done for teachers. JBr attends the LWAB meetings which the Northampton University also attends, so JBr will raise with them about encouraging protected characteristics to apply for nursing courses. The increased use of social media was also discussed and it was suggested that Andy Belcher speaks to The Best of Both Worlds about encouraging underrepresented groups to apply for posts. SK will ask AB to discuss with JBr.</p>	<p>SK</p> <p>AC</p> <p>JBr</p> <p>SK</p>
13	<p><b>Divisional Reports:</b> <u>Clinical Support Services</u> LA went through her report, which was attached to the agenda. Nothing to report in relation to employee relations cases, but LA did highlight some adjustments had been made for pregnant members of staff in her area.</p> <p><u>Surgery</u> JL was attending the meeting on behalf of Fay Gordon and was not aware of the requirement for a report to be submitted. SK will send JL the template.</p> <p><u>Womens, Childrens and Oncology</u> No report provided and apologies received from SN.</p>	<p>SK</p>
14	<p><b>Corporate Update – verbal:</b> AC reported there are no cases relating to E&amp;D at present, however the HR Staff Survey results have highlighted some potential issues in relation to E&amp;D that require further analysis.</p> <p>CT reported there is a race related case in Facilities at enquiry stage at present.</p>	
15	<p><b>Staff Side Update – verbal:</b> No-one from SPF was present. SK will contact the SPF secretary as this is a meeting that the SPF Chair role, which is currently vacant, used to attend.</p>	<p>SK</p>
16	<p><b>Any other business:</b> None</p>	
	<p><b>Date and Time of next meeting:</b> Thursday 14 June 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> AC to organise for AC, GH and SK to meet and build the actions required into the Objectives/4 Year Plan.	AC
4	<u>Respect &amp; Support Campaign</u> JBr to go through the approach in more detail at the next meeting	JBr
5	<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.  SK to draft a letter for JBr to Fiona Barnes to advise that a potential gap may have been identified in relation to EA for service change.	SK  SK
6	<u>Workforce Race Equality Standard National Report</u> JBr to speak to Catherine Thorne about the current Non-Exec Director post that is out for advert in relation to encourage BME and other underrepresented protected characteristic to apply  AC to put together some wording for GH to include in all Trust adverts to reflect that NGH welcomes applications from BME groups and other underrepresented protected characteristics.	JBr  AC
7	<u>Staff Survey E&amp;D Key Findings</u> SK to provide Nigel Makina with this information.  AC to discuss results in relation to the E&D key findings with the HRBP's to try and gain an understanding on what is driving these results.	SK  AC
9	<u>EDS2</u> SK and AC to meet to discuss a review of the workforce EDS2 self-assessment	AC/SK
11	<u>Draft Workforce Equality Objectives/4 Year Plan</u> SK to formalise and use this version going forward.	SK
12	<u>Draft Divisional Equality Objectives Report – Medicine</u> SK to draft a letter for JBr to the Medicine Divisional Director in relation to who their representative and objectives and add to the agenda of the next meeting.  AC to discuss with the Facilities HRBP, on their return in May, E&D objectives for the Directorate.  JBr to raise with Northampton University about encouraging protected characteristics to apply for nursing courses.  SK to ask Andy Belcher to discuss with JBr how The Best of Both Worlds can be utilized to encourage underrepresented groups to apply for posts.	SK  AC  JBr  SK
13	<u>Divisional Reports</u> SK to send JL the template.	SK
15	<u>Staff Side Update – verbal</u> SK to contact the SPF secretary about SPF attendance.	SK