

EQUALITY & DIVERSITY GROUP - STAFF

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

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

Jonathan Loasby (JL)

In Attendance: Sarah Kinsella (SK)

	AGENDA ITEM	ACTION/ PAPER ATTACHED
1	Apologies: Fay Gordon, Sandra Neale	
2	Minutes of last meeting: The minutes of the meeting on 14 December 2018 were accepted as correct.	
3	Matters Arising: Matters Arising – Apologies 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.	AC
	<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.	
	Any other business – GH Future Attendance SK has added GH to the membership of the Group.	
	Any other Business – January Workforce Committee 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.	
4	Respect & Support Campaign: 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-facetted 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.	JBr
5	Equality Analysts (EA) Gaps: 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.	sk sk
6	Workforce Race Equality Standard National Report: 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:	
	 NGH's increase of BME staff was less than the national increase 	



	 NGH had no increase of BME Very Senior Managers NGH's staff belief that the organisation provides equal opportunities for career progression is slightly less than the national position. NGH Trust Board does not have any BME members. 	
	Discussion took place about how we could encourage BME staff to apply for posts. JBr will speak to Catherine Thorne about the current Non-Exec Director post that is out for advert. 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	Staff Survey E&D Key Findings: SK went through the report attached to the agenda. It was noted that the 16-30 age group, male staff, disabled staff and white staff were the least engaged. JBr asked SK to provide this information to Nigel Makina Retention Manager to explore any opportunities.	SK
	Discussion took place regarding the specific questions in the survey relating to E&D: 1. Percentage of staff experiencing discrimination at work in the last 12 months – 16-30 age group, staff preferring not to say what their gender is, disabled staff and BME staff reported experiencing the most discrimination at work.	
	 Percentage of staff believing the organisation provides opportunities for career progression – 31-40 and 51+ age groups, staff preferring not to say what their gender is, disabled staff and BME staff reported the least belief. 	
	JBr asked AC to discuss this with the HRBP's to try and gain an understanding on what is driving these results.	AC
8	NHS Employers Diversity Demographic Tool: SK brought information from a recent NHS Employers Workforce Bulletin about a new tool that can be used to compare our local demographic with the Trust demographic, by entering data from ESR. SK passed the information to AC as it may be of use when compiling the E&D annual monitoring report.	
9	EDS2: SK reported that the Patient E&D group have recently reviewed and refreshed their EDS Self-Assessment, for the two goals that relate to service users. In light of this SK asked if it was the view of the group that we should do the same for the workforce goals, as they were last assessed in 2014. JBr confirmed that self-assessment should be repeated. SK and AC will meet to discuss.	SK/AC
10	Annual Report – Progress Report: AC and SK advised that work is underway on the 2017/2018 reports and these will be brought to the June meeting in readiness for the July Workforce Committee meeting.	
11	Draft Workforce Equality Objectives/4 Year Plan: SK confirmed that following an action from the previous meeting the objectives/4 year plan had been reviewed from a format point of view to make it easier to show completed progress. The draft version had been sent to each of the leads and no comments had been received. SK will now formalise and use this version going forward. Each lead will be asked to provide an update/progress report each quarter, which will be reported at this group.	sĸ
12	Draft Divisional Equality Objectives Report – Medicine: It was noted that no representative from Medicine had attended the meeting to present the Divisions objectives. SK advised that she was aware that Mandy White had sent a number of emails to the Divisional Director over the previous week regarding the approval of the draft objectives and to identify who would be attending the meeting, but to the knowledge of SK no responses had been received. JBr expressed her disappointment and concern that the objectives were not owned by the Division if the HRBP had written them. JBr asked SK to draft a letter to the Divisional Director in	SK



	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.	sĸ
	This lead to discussion about the difficulties of engaging managers in E&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&D.	
	JBr also raised that she felt it would be a good idea for Facilities to have E&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.	AC
	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	JBr
	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.	sk
13	Divisional Reports: Clinical Support Services 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.	
	Surgery 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. Womens, Childrens and Oncology	SK
	No report provided and apologies received from SN.	
14	Corporate Update – verbal: AC reported there are no cases relating to E&D at present, however the HR Staff Survey results have highlighted some potential issues in relation to E&D that require further analysis.	
	CT reported there is a race related case in Facilities at enquiry stage at present.	
15	Staff Side Update – verbal: 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.	sĸ
16	Any other business:	
	None Date and Time of next meeting:	
	Date and Time of next meeting: Thursday 14 June 2018 at 2:00pm in HR1	
	Thursday 17 June 2010 at 2.00pm millin	

[&]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 AC to organise for AC, GH and SK to meet and build the actions required into the Objectives/4 Year Plan.	AC
4	Respect & Support Campaign JBr to go through the approach in more detail at the next meeting	JBr
5	Equality Analysts (EA) Gaps 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
	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
6	Workforce Race Equality Standard National Report 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	JBr
	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.	AC
7	Staff Survey E&D Key Findings SK to provide Nigel Makina with this information.	SK
	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.	AC
9	EDS2 SK and AC to meet to discuss a review of the workforce EDS2 self-assessment	AC/SK
11	Draft Workforce Equality Objectives/4 Year Plan SK to formalise and use this version going forward.	SK
12	Draft Divisional Equality Objectives Report – Medicine 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.	SK
	AC to discuss with the Facilities HRBP, on their return in May, E&D objectives for the	AC
	Directorate. JBr to raise with Northampton University about encouraging protected characteristics	JBr
	to apply for nursing courses. SK to ask Andy Belcher to discuss with JBr how The Best of Both Worlds can be	SK
13	utilized to encourage underrepresented groups to apply for posts. Divisional Reports	
45	SK to send JL the template.	SK
15	Staff Side Update – verbal SK to contact the SPF secretary about SPF attendance.	SK