

**EQUALITY & DIVERSITY GROUP - STAFF**

**Minutes of meeting held on 27 September 2017 at 2:00pm in HR1**

**Present:** Andrea Chown – Chair (AC)      Liz Aldridge (LA)      Leanna Dennis (LD)  
Rachel Morris (RM)      Clare Topping (CT)

**In Attendance:** Sarah Kinsella (SK) & Geraldine Harris (GH)

	<b>AGENDA ITEM</b>	<b>ACTION/ PAPER ATTACHED</b>
1	<p><b>Apologies:</b> Mark Battison, Janine Brennan, Julie Kelly, Sandra Neale.</p> <p>Discussion took place regarding levels of attendance from Divisional Representatives and the need to get Divisions to take ownership of E&amp;D. A number of suggestions were put forward including sending the minutes to the HR Business Partners so that they can raise issues at the DMT meetings which they attend, SK to action. AC will also discuss further with JBr.</p>	<p><b>SK AC</b></p>
2	<p><b>Minutes of last meeting:</b> It was noted that the minutes of the last meeting were not attached to the agenda. SK will attach for approval at the next meeting.</p>	<p><b>SK</b></p>
3	<p><b>Matters Arising:</b> <u>Apologies</u> AC to write to the Divisional Managers about having the appropriate representatives at the meeting is to be carried over.</p> <p><u>We have more in Common than Divides us! Respect &amp; Support Presentation</u> SK has made the amendments/additions to the manager presentation as discussed. OD had been through their element of the manager presentation with JBr, AC, SK &amp; CT and suggestions for amendments were made.</p> <p>A version for staff will be developed in the future and options are being considered. It was not known if JBr had investigated the B&amp;H training, provided by an external organisation, in more details for key HR staff.</p> <p>All other items from the action log are covered on the agenda.</p>	
4	<p><b>Disability Confident Scheme:</b> GH talked through the Disability Confident Scheme, which has replaced 'Two Ticks'. The Trust is now required to undertake a self-assessment every two years, which GH talked through. This has recently been successfully undertaken and the Trust awarded Level 2 – Disability Confident Employer, of which there are two main themes:</p> <ul style="list-style-type: none"> <li>• Getting the right people for your business</li> <li>• Keeping and developing your people.</li> </ul> <p>As a result the Trust has received:</p> <ul style="list-style-type: none"> <li>• A certificate in recognition of the achievement</li> <li>• A badge for our website and other materials for 2 years</li> <li>• Inclusion on the list available on <a href="http://www.gov.uk">www.gov.uk</a>.</li> </ul> <p>The next step would be to work towards level 3 - Disability Confident Leader, but there is a lot of work to be done in this area, before we would be ready to apply to be externally assessed. AC asked GH to assess the gaps and come back to the</p>	<p><b>SK</b></p>

	<p>December meeting to report on what needs to be done. SK to invite GH.</p> <p>Discussion took place about disabled staff and LA thought the recent sessions by MIND were very useful and a good step forward to support staff sickness.</p>	
5	<p><b>Workforce Race Equality Standard:</b> SK advised that the 2017 data exercise had taken place and that the supporting narrative, attached to the agenda, had been approved by JBr. SK will be uploading it to the internet. In the main the Trust had shown improvement since 2016. The key areas SK highlighted were:</p> <ul style="list-style-type: none"> <li>• There has been a slight increase of BME staff in the overall workforce of 0.52% since 2016. The overall BME clinical workforce has increased slightly to 17.17% and the non-clinical workforce has decreased slightly to 2.88%.</li> <li>• Improvement in relative likelihood of BME staff being appointed following shortlisting.</li> <li>• Improvement in relative likelihood of BME staff entering formal disciplinary process.</li> <li>• Slight improvement in relative likelihood of BME staff accessing non-mandatory training and CPD.</li> <li>• Improvement in % of BME staff experiencing bullying, harassment or abuse from patients and relatives in last 12 months.</li> <li>• Significant improvement in % of BME staff experiencing bullying, harassment or abuse from staff in last 12 months.</li> <li>• Improvement in % of BME staff believing the Trust provides equal opportunities for career progressions or promotion, but no improvement of the gap between the experiences of White and BME staff.</li> <li>• Improvement and reduction in the gap between the experiences of White and BME staff in personally experiencing discrimination at work from managers and other staff.</li> <li>• Deterioration in the % difference between the BME representation of the Board and overall workforce.</li> </ul> <p>LD advised that the Chair of the BME Visible Leaders Network (East Midlands Leadership Academy) would be happy to come to the Trust and discuss BME leadership. AC will speak to Fiona Pittam about this as she is aware there may be some changes in the future about the Trust subscribing to the Leadership Academy.</p>	<p>SK</p> <p>AC</p>
6	<p><b>Annual Report – Progress Report:</b> SK advised that both reports had been approved by the Workforce Committee, subject to some minor changes and they will be uploaded to the internet.</p>	SK
7	<p><b>Workforce Equality Objectives/4 Year Plan – Progress Report:</b> SK confirmed that a progress report was undertaken in August (attached to the agenda) and the key update related to the Respect and Support Campaign in relation to the bullying and harassment survey and associated focus groups that were taking place during September and October. Following the completion of these this will determine what the next steps are and if any changes need to be made to the manager training presentation. SK will upload to the intranet.</p>	SK
8	<p><b>Divisional Equality Objectives Report:</b> No one was present from Surgery to give an update report on their objectives.</p>	
9	<p><b>Divisional Equality Data 2016/2017:</b> The 2016/2017 Divisional Monitoring Data Reports were attached to the agenda, for all but Medicine Division, which will be provided in the future (change of HR Business Partners). AC advised that she has asked the HRBP's to raise them at their DMT's so that assessment can take place to see if the objectives need changing or updating.</p>	
10	<p><b>Divisional Reports:</b> No written reports were provided to SK for attachment to the agenda. LA apologised but was able to verbally advise that she and members of the OT team are attending</p>	

	some dyslexia training as they do often have OT students, who do not always disclose they have dyslexia. This can cause problems for the students and have an impact on their learning and they want to be able to support them to firstly feel that they can disclose it and secondly reduce the difficulties not knowing is having on the student, their mentor and the patients. It is also know that there is an investigation in Clinical Support Services that relates to a protected characteristic.	
11	<b>Corporate Update – verbal:</b> Nothing to update on at this time.	
12	<b>Staff Side Update – verbal:</b> RM talked through the RCN Cultural Ambassador pilot. This is related to a study done by RCN that showed a high proportion of BME staff are involved in disciplinarys, grievances and ET's. The Ambassador role would involve a BME member of staff ensuring that when BME staff are involved in a formal process, policies are followed. NGH has signed up to be a pilot site for the East Midlands, but RM added they are arranging for the RCN to come in to speak to them as they need to see what the training involves. AC suggested that David from the RCN comes to the next E&D staff group meeting. RM will contact him.	RF
13	<b>Respect and Support Campaign:</b> Covered in previous items.	
14	<b>Any other business:</b> None	
	<b>Date and Time of next meeting:</b> Thursday 14 December 2017 at 2:00pm in HR1	

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Action Log - Key points from meeting		
Agenda Item	Description	Action
1	<u>Apologies</u> HRBP's to be sent minutes of future meetings.	SK
	AC to discuss Divisional attendance further with JBr.	AC
2	<u>Minutes of Previous Meeting</u> SK to attach minutes of meeting to next agenda.	SK
4	<u>Disability Confident Scheme</u> GH to be invited to attend December meeting to go through Disability Confident Leader gap analysis.	SK
5	<u>Workforce Race Equality Standard</u> SK to upload it to the internet.	SK
	AC will speak to Fiona Pittam about East Midlands Leadership Academy.	AC
6	<u>Annual Report – Progress Report</u> SK to upload the reports to the internet.	SK
7	<u>Workforce Equality Objectives/4 Year Plan – Progress Report</u> SK to upload to the internet.	SK
12	<u>Staff Side Update - verbal</u> RM to contact David from RCN regarding attending the December meeting to talk through Cultural Ambassador.	RM