


EQUALITY & DIVERSITY GROUP - STAFF


Minutes of meeting held on 8 December 2016 at 2:00pm in HR 1


Present: Andrea Chown (AC) - Chair Liz Aldridge (LA) Kate Bates (KB)
 Rachel Morris (RM) Clare Topping (CT)

In Attendance: Sarah Kinsella (SK)

	AGENDA ITEM	ACTION/ PAPER ATTACHED
1	<p>Apologies: Janine Brennan, Mark Battison</p>	
2	<p>Minutes of last meeting: The minutes of the meeting on 1 September 2016 were accepted as correct.</p>	
3	<p>Matters Arising:</p> <p><u>Workforce Race Equality Standard (WRES) – Bullying & Harassment</u> AC advised that a B&H group had been set up. At present it consists of the HR Business Partners. The group is looking at ways to get information out to managers and staff about the issues and how to deal with them in alternative methods to training, as often this is not well attended. The first plans are to have a big launch via the intranet to provide information, signposting and myth busting along with tips for managers and Eva Duffy will be asked to be involved and support the launch. AC added that it is also JBr’s wish that Rainbow Risk is delivered across the whole organisation. AC confirmed that at present there is no specific evidence of any particular areas of the Trust having B&H issues, and if there were targeted support would be given, however the staff survey results are consistently poor and it is for this reason this work is being undertaken. The ideas were well received and it was suggested that Core Brief be utilised as well. In addition discussion took place regarding the positive impact that Rainbow Risk has had across some areas of the Trust that had received it.</p> <p><u>Equality and Diversity Strategy</u> SK attached the 4 year plan/objectives as an appendix to the strategy for submission to Trust Board.</p> <p><u>NHS Employers Top Ten Tips in Practice</u> JBr discussed with Eva Duffy (ED) making better use of the Trust’s social media in relation to the tip of ‘Celebrating our Successes’. SK has had a subsequent meeting with ED and work is underway for HR to have its own Twitter account that can be used for E&D or general HR good news and updates. ED will then monitor and any Tweets that they feel are appropriate for Facebook will be posted on the NGH page.</p> <p><u>NHS Employers Top Ten Tips in Practice</u> SK made more enquiries with NHS Employers about a Trust who had successfully taken part in the NHS Employers Diversity and Inclusion Partner programme and they suggested SK contact Karmini McCann (KM), Head of Workforce Futures at University Hospitals of Morecambe Bay. SK and Karmini spoke in October and KM shared with SK their Inclusion and Diversity Strategy 2016 – 2021 (attached) and gave the following information:</p> <ul style="list-style-type: none"> • They found it beneficial and as a result have been through the programme twice. • For each seminar (5 whole days in London per programme) KM, the E&D patient lead plus the Director of Workforce and Director of Nursing attended. This was valuable time together that they wouldn’t have got otherwise. • Benefits included: 	<div style="text-align: right;">  012684 NHS.M Inclusion Diversity Str </div>

	<ul style="list-style-type: none"> ○ Sharing ideas with other organisation ○ Borrowing ideas from other organisations ○ Links with NHS Employers E&D Team plus support from them ○ Ability to be involved in national initiatives and also pilot national initiatives. <ul style="list-style-type: none"> ● As a result of attending they completely overhauled their approach to E&D and they have changed to 'inclusion and diversity'. They have also changed their E&D Trust structure with dedicated staff/leads for both workforce and patients along with leads for specifics such as 'community engagement lead'. ● Trust Board is more focussed and taking a proactive lead and again Executive Directors have different responsibilities along with Non-Executive Directors. ● They have successful staff networks for BME, LGTB & Disability (these are led by the staff but did required quite a lot of support from the Trust for the initial set up and to keep the momentum of the groups going until they were well established). ● They have set up a network of E&D Champions across the organisation (200 staff approx.) and a small number of these have dedicated time assigned to them 1 day a week approx. to undertake specific E&D projects to support the Trust. ● They have organised some Trustwide events for staff such as Inclusion Conferences and workshops. ● There has been improvement in their WRES results, national and local staff survey results and their last CQC visit saw them move out of special needs. ● In addition to the staffing costs they have spent about £10,000 per annum on the events that they have run and the supporting of their staff network groups. ● The challenges have included the resources needed to implement the change to their approach to E&D, release of staff by middle management for them to attend corporate events and the changing of the culture of the Trust as a whole in relation to equality. <p>SK advised that applications for next year's NHS Employers Diversity and Inclusion Partnership Programme opened on Monday 7 November and will close on Wednesday 15 February 2017. The group thought that attendance by the Trust would be a positive thing and asked SK to feedback to JBr for her to discuss further with the DoN.</p> <p><u>NHS Employers Top Ten Tips in Practice</u> AC has passed the document to the HRBP's but will now ask them to share with their Divisional teams.</p> <p><u>NHS Employers Top Ten Tips in Practice</u> It was not known if JBr had discussed with Alison Lowe about a summary of Rainbow Risk on a laminated small card.</p> <p><u>Divisional Reports</u> SK emailed the Divisional Leads (Divisional Directors cc'd into the email) on 28 September 2016 to advise that Divisional reports are not being provided and advised that a report will be required in future.</p> <p><u>Corporate Update</u> CT has provided SK with some quotes from staff who were involved/attended the Information Governance Training in Facilities for inclusion in next year's Equality and Diversity Report. CT added that the presentation was now much more relevant to the possible situations that Hotel Services staff might encounter and staff had been involved in contributing to the changes made. CT will send SK a copy of the presentation.</p> <p>All other items from the action log are covered on the agenda.</p>	<p>SK</p> <p>AC</p> <p>JBr</p> <p>CT</p>
4	<p>Disability Confident Scheme: To be added to the agenda of the next meeting as GH had not yet attended the conference about the scheme.</p>	SK

5	<p>Workforce Disability Equality Standard: SK advised that as from April 2018 the NHS England Workforce Disability Equality Standard (WDES) will be implemented. This is to be a mandated standard, subject to consultation and preparation in 2017/2018. This new standard will be in addition to the existing Workforce Race Equality Standard (WRES).</p> <p>SK explained that each April, as from 2018, along with the WRES the Trust will be required to provide data against a set of indicators to highlight any differences between the experience and treatment of disabled staff compared to non-disabled staff. The indicators are currently being determined as part of the consultation period, but will be similar to those currently used for the WRES and the data largely accessible from the National Staff Survey results.</p> <p>It is likely that there will be a focus on bullying and harassment, attending work when feeling ill and level of support from managers, as these are the areas where the research that was commissioned by NHS Employers and NHS England identified that the experience of disabled staff seemed to be significantly worse than non-disabled staff. In addition indicators may include access to training, reasonable adjustments, discrimination on the grounds of disability and feeling valued at work.</p> <p>Following the each data benchmarking exercise the Trust will be required to:</p> <ul style="list-style-type: none"> • Publish the results on our website • Take action to address the differences • Repeat the exercise on an annual basis and compare the data to the previous year • Show improvement each year. <p>Alongside this NHS Employers and NHS England are promoting the value of 'lived experience' by NHS Workers and 'disability as an asset' in the NHS so that NHS staff can use their own experiences of disability in a positive way in their day to day work. In addition they are promoting the development of disabled staff group networks.</p> <p>Potential future standards may gender and LGBT as these have also been discussed at the national Equality and Diversity Council.</p>	
6	<p>Strategy and Objectives Update: SK reported that the updated Workforce Equality and Diversity Strategy was approved by the Trust Board in September 2016. They did request more definitive timelines on the objectives and this has been actioned and all documents are now uploaded to the internet and intranet. The objectives will be updated on a quarterly basis and reported to the meeting.</p>	
7	<p>EDS2: SK attended an EDS2 event at KGH on 29 November 2016. The event was billed as a roadshow, but was actually more of a consultation event as it is planned to review and update EDS2 after all the roadshows have been completed. It was difficult to assess from this what the extent of the changes will be, but SK suspected that there will be greater links to WRES/WDES and meaningful consultation with the local community and working with the voluntary section to achieve this. NHS Employers was present and they gave some guidance around reviewing the EDS2 and they suggested that after the initial rating exercise it would be best practice for Trusts to then look at one particular Goal each year and concentrate on looking at the outcomes that required improvement. No timelines were given as to when the review would likely to be completed.</p>	
8	<p>Divisional Equality Objectives Report: LA went through objectives section of the report, the three objectives that had been set by the Clinical Support Services Division (below) and the reasons why they had been identified:</p> <ol style="list-style-type: none"> 1. Identify opportunities within the directorates where staff in the 18-20 year age group can be employed to increase representation of younger workforce 	 EQDS Divisional Report and annual ot

	<p>2. Provide assurance that the division is supporting disabled staff appropriately</p> <p>3. Ensure all managers within the division are equipped with the dates of all religious festivals that staff may request flexibility in working patterns to observe, for example fasting, prayer time.</p> <p>Discussion took place and AC congratulated LA on the work done. In relation to objective 3, it was acknowledged that the information provided did not cover all religious festivals and SK added she would also look to see if there was some further information on religious festivals that she could link to the intranet page for all managers and staff to be able to access. LA added that E&D was on the agenda for the next DMT to make sure that all Clinical Support Services managers are aware of the objectives set.</p>	
9	<p>Divisional Reports: <u>Clinical Support Services:</u> LA gave an update on the Division as per the attached report. LA added that it is hard to put the report together as the Division she represents covers a large area.</p> <p><u>Womens, Childrens and Oncology</u> No written report was provided. KB did verbally advise that she also finds it difficult as she does not sit on any DMT's. AC advised that KB should contact Hayley Payne (HRBP) as she does attend DMT and could bring E&D to their attention. KB put forward a possible objective for her Division in relation to providing support and advice for staff who return to work after maternity leave who are still breast feeding and therefore will be needing to express and store milk. This was acknowledged as a positive suggestion that could be applicable to the whole Trust, as could some of the objectives set by other Divisions (i.e. objective 3 in item 8).</p> <p><u>Medicine Division</u> No report provided and no representative in attendance.</p> <p><u>Surgery Division</u> No report provided and no representative in attendance.</p>	 EQDS Divisional Report and annual ot <p style="text-align: center;">KB</p>
10	<p>Corporate Update: CT reported no issues in Facilities. She advised that following the success of the Information Governance Training for Domestic the Portering Team is looking to do something similar. Disabled Go is will also be undertaking a compliance audit in the near future.</p> <p>AC advised that a number of individuals have had adjustments made as a result of a disability. In addition there is an Employment Tribunal case in relation to a disability and this is at the preliminary stage. Two bullying and harassment complaints have been received in relation to race. Any learning from these will be bought back to a future meeting.</p>	
11	<p>Staff Side Update: RM had no specific issues to report, but did note that representatives were noticing that cases seemed to be more severe and complex and AC supported this view. RM suggested that higher stress levels in staff may be contributing to this.</p>	
12	<p>Any other business: <u>BME Visible Leaders Network Event</u> KB reported that one of her colleagues attended the event and was keen to start a staff network group. AC asked if KB could speak to her and ask her to make contact with AC/SK so they could meet with her to discuss further.</p> <p><u>Annual Report 2016/2017</u> SK flagged that she will be starting to think about potential articles for the next annual report in January 2017 and for any suggestions for content to be sent to her.</p> <p><u>EDSG Terms of Reference (ToR) Review</u> SK reminded the meeting that the ToR are due for review in January 2017 and SK will flag this to JBr.</p>	<p style="text-align: center;">KB</p> <p style="text-align: center;">ALL</p> <p style="text-align: center;">SK</p>

	<u>E&D Training</u> AC raised that a number of staff are likely to have their E&D Training expire in February 2017 following the awareness raising leaflet that was circulated via payslips in 2014 following the CQC visit. AC asked if all could the group could spread the word and encourage people to update their training via the workbook on the intranet or the online training. SK will look at a screensaver to help promote the training.	All SK
13	Date and Time of next meeting: Thursday 9 March 2017 at 2:00pm in HR1. Other 2017 meetings are 8 June, 28 September and 14 December 2017.	

“These minutes 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	<u>NHS Employers Top Ten Tips in Practice</u> SK to feedback to JBr her discussion with the Head of Workforce Futures at University Hospitals of Morecambe Bay and the groups thoughts about Trust applying for the next NHS Employers Diversity and Inclusion Partnership Programme (closing date 15 February 2017), for JBr to discuss further with the DoN.	SK
3	<u>NHS Employers Top Ten Tips in Practice</u> AC will ask the HRBP's to share it with their Divisional teams.	AC
3	<u>NHS Employers Top Ten Tips in Practice</u> It was not known if JBr had discussed with Alison Lowe about a summary of Rainbow Risk on a laminated small card.	JBr
	<u>Corporate Update</u> CT to send SK a copy of the Information Governance training presentation for Domestic	CT
4	<u>Disability Confident Scheme</u> SK to add to the agenda of the next meeting for GH to give an update.	SK
9	<u>Divisional Reports</u> KB to speak with Hayley Payne regarding completion of report	KB
12	<u>Any other business - BME Visible Leaders Network Event</u> KB to speak to her colleague who attended the event to ask her to make contact with AC/SK so they can meet with her to discuss further.	KB
12	<u>Any other business - Annual Report 2016/2017</u> Any suggestions for content of the next report to be sent to SK.	SK
12	<u>Any other business - EDSG Terms of Reference (ToR) Review</u> SK to flag to JBr that the ToR are due for review in January 2017.	SK
12	<u>Any other business - E&D Training</u> All to spread the word and encourage people to update their training via the workbook on the intranet or the online training. SK will look at a screensaver to help promote the training.	All SK