

EQUALITY & DIVERSITY GROUP - STAFF

Minutes of meeting held on 8 June 2017 at 2:00pm in HR1

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

In Attendance: Sarah Kinsella (SK) & Mandy White (MW) – item 8

	AGENDA ITEM	ACTION/ PAPER ATTACHED
1	<p>Apologies: Leanna Dennis, Julie Kelly.</p> <p>Kate Bates did attend the first part of the meeting to advise following discussion with Mandy White and Sandra Neale that she was not the most appropriate person to attend the group on behalf of the Women's, Children's and Oncology Division. Discussion took place regarding Divisional Representation and how it was important that those that attend are involved in DMT's. AC will write to the Divisional Managers. Kate was thanked for her contribution to the group.</p>	AC
2	<p>Notes of last meeting: The notes of the meeting on 12 April 2017 were accepted as correct.</p>	
3	<p>Matters Arising: <u>For Information</u> SK has collated some videos to show as part of item 12.</p> <p><u>Breast Feeding Awareness</u> KB gave the presentation to the H&WB Steering Group and she believed that it has been well received, which CT supported as she was present at the meeting. SK added that as a result, information on breastfeeding had been included in the maternity workshop presentation and managers provided with guidance when SK sends them maternity paperwork for personal files.</p> <p><u>Disability Confidence Scheme</u> SK invited GH to the meeting, but GH is on annual leave. SK has invited her to the next meeting instead.</p>	
4	<p>Disability Confident Scheme Summary: See item 3</p>	
5	<p>Workforce Race Equality Standard: SK referred to the National WRES Data Report 2016 and was happy to advise that NGH was not named as a Trust where the data suggested practice could be better for any of the indicators. When comparing ourselves to the national position, NGH had slightly better results in 3 areas (increase of BME staff, likelihood of BME staff being shortlisted and the likelihood of BME staff being disciplined). NGH showed poorer results than the national picture in 3 areas (BME senior managers, BME staff believing the Trust provides equal opportunities and BME representation on Trust Board). For the other indicators NGH was broadly the same as the national position.</p> <p>SK advised that the data collection for this year's benchmarking exercise will commence at the end June/beginning July.</p>	
6	<p>Annual Reports – Draft for Comment: AC gave a brief overview of the contents of the Monitoring Report, which is factual in nature and part of our requirements under the Equality Act 2010. AC advised that normally any issues that have been identified would then be discussed with the HRBP's, but the data did not identify any particular concerns. SK talked through the draft Annual Report and thanked Paula Wilson from L&D for her assistance in putting the report together. There are still some photos to be updated, but otherwise the report was finished. CT thought that the report was good. SK/AC confirmed that both reports</p>	SK/AC

	would be going to the July Workforce Committee for approval, prior to publication on the internet.	
7	<p>Workforce Equality Objectives/4 Year Plan – Progress Report:</p> <p>SK advised that the leads had provided progress updates and these were reflected on the version attached to the agenda. JBr asked if it included information on the bullying and harassment working group and health and Wellbeing and SK confirmed that it did. SK will publish the updated objectives on the internet.</p>	SK
8	<p>Divisional Equality Objectives Report – Womens, Childrens and Oncology:</p> <p>On behalf of the Division MW presented the attached report detailing the objectives that the Division had set:</p> <ul style="list-style-type: none"> Identify opportunities within the directorates where staff in the 18-20 year age group can be employed to increase representation of younger workforce Identify opportunities within the directorates where staff in the post 56 year age group can be employed to increase representation of older workforce Provide assurance that the division is supporting disabled staff appropriately 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>Discussion took place regarding this and JBr thought the objectives were good and asked MW to take back her thanks to the Division on their good work. SK confirmed that she has included information about religious and holy festivals on the intranet.</p>	<p>EQDS Divisional Report and annual ot</p>
9	<p>Divisional Reports: <u>Womens, Childrens and Oncology</u></p> <p>MW confirmed that it has been identified that they have a higher number of females across the Division, but this was likely due to the Division including the Womens Directorate, so was not seen as a concern.</p> <p>No other Divisions were present or provided reports.</p>	<p>EQDS Divisional Report and annual ot</p>
10	<p>Corporate Update – verbal:</p> <p>CT advised there were no issues to report. Estates have recently undertaken some DDA work, which has included reception desks and the DD of Estates is awaiting a proposal from Disabled Go in relation to some future work.</p> <p>AC also reported that OH had identified a handrail in a toilet was inappropriately placed and this issue had been rectified.</p>	
11	<p>Staff Side Update – verbal:</p> <p>No one present at the meeting</p>	
12	<p>We have more in Common than Divides us! Respect & Support Presentation:</p> <p>SK went through the videos that she had obtained to date. Of the two it was agreed that one would be included in the E&D Manager presentation. SK also went through the E&D/B&H training session to give an overview of the content. The following actions were agreed:</p> <ul style="list-style-type: none"> SK to make amendments/additions to the presentation as discussed, including seeing if she can find powerful videos to show about discrimination and bullying or harassment, include numbers of staff where there is a percentage and also include something on banter JBr asked if a shorter presentation could be prepared for all staff, which perhaps has a more positive slant on it. SK will work on this and provide for review when completed JBr will investigate the B&H training provided by an external organisation that she has recently been contacted about to see if it would be useful for key staff in HR to receive SK will ask KE to set up a meeting for JBr, AC, SK & CT to have with Jo Pogson, so she can also go through her part of the session for the manager 	<p>SK</p> <p>SK</p> <p>JBr</p> <p>SK</p>

	training. AC thanked SK for her hard work to date on the training.	
14	Any other business: None	
15	Date and Time of next meeting: Thursday 28 September 2017 at 2:00pm in HR1	

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Action Log - Key points from meeting		
Agenda Item	Description	Action
1	<u>Apologies:</u> AC to write to the Divisional Managers about having the appropriate representatives at the meeting.	AC
5	<u>Annual Reports – Draft for Comment:</u> SK/AC to organise for both reports (final drafts) to go to the July Workforce Committee for approval	SK/AC
12	<u>We have more in Common than Divides us! Respect & Support Presentation</u> SK to make amendments/additions to the presentation as discussed. SK to work on a shorter version for all staff. JBr to investigate the B&H training provided by an external organisation in more details for key HR staff. SK to ask KE to set up a meeting for JBr, AC, SK & CT to have with Jo Pogson, so she can also go through her part of the session for the manager training.	SK SK JBr SK