

Equality and Diversity Steering Group

Minutes of Meeting held on 22nd December 2017 at the Brooke Suite, Warwick Hospital.

Present

Ann Pope	AP	Director of Human Resources (Chair)
Fiona Burton	FB	Director of Nursing
Maggie O'Rourke	MOR	Senior HR Projects Manager
Heather Goding	HG	Lead MACMILLAN Nurse
Julie Smith	JS	Clinical Supervisor
Sue Pike	SP	Chair of Staff Side
Vanya Mishtenko	VM	Workforce Information Advisor
Matt Clarson	MC	Resourcing Manager
Ance Uwhanganye	AU	Health Records Clerk/ Union rep
Rosemary Pantling	RP	Chaplain

In Attendance

Emma Woldanski	EW	HR Administrator
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Minute

Action

1. **APOLOGIES FOR ABSENCE**

Apologies were received from Junaid Hussain (JH), Mark Rowlands (MR), Jane Tedstone (JT), Elizabeth Dixon (ED), Ruth Brooks (RB), Rosie McDonnell (RMc), Debbie Martin (DM), Junaid Hussain (JH), Jatinder Birdi (JB).

2. **MINUTES OF PREVIOUS MEETING HELD ON 27TH OCTOBER 2017**

The Minutes of the previous meeting held on 27th October 2017 were approved as an accurate record.

ALL

3. MATTERS ARISING AND ACTION UPDATES

3.1 Accessible Standard Update – MOR and FB updated the group on the progress with the accessible standards report. MOR reported that there had been a lot of work done, in particular around appointment letters being produced in an easy-read format, braille and audio and the companies who are able to provide these in bulk.

Sarah Patrick has also been involved in the group discussions and has received costings and meeting has been set up with procurement in the new year.

The accessible information was part of the recent E& D Board workshop. Other information related to language line, using wireless technology and dual telephones. These are being piloted in A&E, Maternity and in Theatres.

The on-going work between A&E and West Midlands Ambulance Service was discussed and continuing efforts to improve the service in order for paramedics to be able to advise that a patient is deaf or hard of hearing in advance. MOR to report back on the 'I am deaf' cards.

MOR

FB informed the group that Carolyn Dando will be producing a film about how to use the loop systems that are within the Trust and that there would also be an article going out in Epulse. The loop systems will be incorporated into the Patient-Experience Audit, MOR and HG to meet regarding this.

MOR/HG

3.2 Multi-Faith Conference - MOR advised that she had attended the conference, which had focused on hate crime in relation to faith and beliefs and how that was been managed across the public sector particularly with the Police and Crown Prosecution Services. There were a number of case studies covering other protected characteristic which were presented at the conference. There were great opportunities to networks with other public and volunteer sector organisations.

3.3 CQC Visit - FB informed that the unannounced inspection had taken place over a two week time period and had focused on 4 core services; maternity, end of life, A&E and medicine.

Overall the visit was positive in tone with no sign of safety concerns. FB reported that there are a number of areas that still require improvement.

The CQC will be returning to look at the IT system in the following week and also end of life care in the new year within the community. This will

be with the consent of the patients.

There will be another unannounced visit between December and January and they will also be interviewing key leaders within the Trust.

- 3.4 Staff Networks Task and Finish Group – AP informed that the group had met once to discuss the desire to establish staff networks within the Trust.

The overall feeling had been that it was important to understand whether there was actually any benefit to this and if, in fact, the networks were something that people wanted.

The role of the Freedom To Speak Up Guardian, and some of the elements of a network this position fulfills, was also raised. The possibility of using this role in conjunction with the Health Champion volunteer roles to help to accommodate the need for networks was well received by the Task and Finish group.

This was considered a good way to expand volunteer’s skill sets and to roll out to the wider Trust community.

4. **AGENDA**

- 4 a) EDS2, WRES and Disability Standard – MC gave an update on behalf of Employment Services regarding EDS2, WRES and Disability Standard.

MC and DP have been delivering the Level 1 Recruitment and Selection Training for around 18 months now for recruiting managers looking at equality and diversity. Level 2 training is due to be launched in January 2018.

The department has now implemented their new system, TRAC, which allows for all reporting on E&D characteristics and can track any trends. There are currently only 3 and a half months’ worth of data; however in another 12 months the Trust should have more productive information to work from.

It was discussed how MOR had initially set up the Tier 1 for the Disability Confidence certification for the Trust and that the Trust has since progressed to a level 2 and is now looking to move to leadership status (level 3).

**AP/MOR/
DP/MC**

The level 3 is to be looked at in more detail to determine the practicalities of setting this up and to be included as part of the annual

Board update.

Sickness in references was raised as there have been some concerns from managers around the guidelines for this. MC advised that the guidelines were that the manager would investigate the reason for any sickness absence further through conversation with the candidate.

MC advised that interview feedback will be covered in the upcoming training as every applicant should be receiving this from the line manager. This is all now auditable thanks to TRAC and the training will be advising that all feedback is either given over the phone or face-to-face.

SP gave an update on the actions being taken following on from the survey carried out around Harassment and Bullying. An action plan is now in place and will include management training for these types of issues, staff Datix reports on any incidents that occur and managers compiling separate reports for incidents that they are notified of.

FB recommended that the next time a survey of this nature is circulated that the Trust determines whether the harassment and bullying is from a patient or another employee.

- 4.4 Gender Pay Cap and New Reporting Requirements – VM delivered the information on the Gender Pay Cap, advising that as of April 2018 the Trust will be required to produce an annual report.

The Trust has held off from introducing this report until the standardised format had been introduced, which also allowed us the opportunity to look at the way in which other Trusts are analyzing their data.

The report will look at discrepancies between the rate of pay between men and women and will look at the lowest paid and highest paid positions for each quartile and any gender trends within this.

It was advised that this report will not include ISS staff and will include all bank staff.

5. New Equality Strategy and Objectives 2018-2021 and Annual Equality and Diversity Action Plan 2018-2019 – MOR advised that the Trust needs to revisit the objectives and strategies that are currently in place over the coming year and a report will be produced for May 2018.

The same themes will remain in place for the action plan and objectives,

and the aim is to work with specific panels and groups to develop objectives whilst capturing what is currently being done.

This will be focusing on the areas that are of most importance, such as the Prevent training, MECC and the way in which volunteers assist within the Trust.

This project will link in closely with the actions coming out of the Health and Wellbeing Group.

6. Update on Site Visits – MR and ED have been working together to look at the accessibility of buildings that the Trust does not own. MR will provide a report to be discussed at the next meeting.

MR

An update had been received from ED to say that she had made a visit to the new building at Stratford Hospital and had agreed a lever mechanism for the toilet which was now on back order. ED reported that once this had arrived the plan was for it to be fitted for her to check and then for more to be ordered for all the remaining accessible toilets.

ED to follow up with Liz Waters on this in January.

ED

It was discussed that, although the toilets had met the legal requirements for accessible facilities, in future it would be best to ensure that the Trust learn from this experience and focus on what is most practical.

7. Freedom To Speak Up Guardian Update – SP provided the update on her role as Freedom To Speak Up Guardian, which is a relatively new role both nationally and regionally.

The Trust is now raising awareness of the position through e-learning and business cards. SP advised that it is really important that people are talking about the role and managers are sharing the information with their teams that the Freedom To Speak Up Guardian is available.

8. **ANY OTHER BUSINESS**

N/A

5. **DATE AND TIME OF NEXT MEETING**

Friday 23rd February at 11am in the Brooke Suite, Warwick Hospital.