

**Minutes of the Equality, Diversity and Human Rights Steering Group**  
**12 July 2016 from 10 a.m. to 12 noon**  
**Training Room 6, Wexham Park Hospital**

*NB: Those present at this meeting should be aware that their names will be listed in the notes of the meeting which may be released to members of the public on request.*

**Present:**

Claire Marshall	CM	Head of Patient Involvement
Dawn Bacon	DB	E&D Officer
Margaret Wacha	MW	Unison
Najeeb Rehman	NR	E&D Manager
Nigel Pool	NP	Chaplain (Frimley)
Peter Blackshire	PBI	Chaplain (Wexham)
Philip Byne	PBy	HR business partner/equality lead
Tamoor Ali	TA	Governor

**Apologies** were received from the following:

Agi Zarzycka	AZ	Information Department Rep
Angela Ballard	AB	HoN - Medicine
Beth Bal/Vicky Riley	BB/VR	Head of Quality (Frimley)/Quality & Risk Facilitator
Fiona Sayers	FS	Site Manager (Frimley)
Mary Wells	MW	Site Manager (Wexham)
Jane Campbell	JC	Deputy Director of Nursing (HWP)
Jenny Sistig	JS	Chaplain (Frimley)
Karen Barker	KB	Joint staff council rep
Eleanor Shingleton-Smith	ESS	Deputy Director of Organisational Development
Fiona Rodney	FR	Matron - ED
Karen Jones	KJ	Deputy Head of Midwifery

**In attendance:**

Helen Crick	HC	Associate Director of Medicine & Emergency Department
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Item	Action
<b>Minutes from 20<sup>th</sup> October 2015</b> approved <ul style="list-style-type: none"> <li>Heatherwood and Wexham ED consultation on 20<sup>th</sup> May 2016:               <ul style="list-style-type: none"> <li>Both Disabled Patient and Carers Groups met at Heatherwood site to give feedback on the proposed ED and Heatherwood site plans. The comments made were taken back to the developers for further consideration (copy attached)</li> <li>An EIA has been completed on the plans which will be circulated prior to the next meeting.</li> </ul> </li> </ul> <p>Action: DB to check who the executive lead on the project is and liaise with them to</p>	DB

	<p>ensure that the plans come to the E&amp;D team prior to sign off for any further comments. DB to liaise with Guy Davies for a list of the milestone dates, and any input required from the Group</p>	DB
1.	<p><b>Annual Equality Reports</b></p> <p>The trust has a legal obligation to report activity undertaken in relation to the Equalities Act on an annual basis. NR and DB compiled an annual report covering successes and on-going needs/improvements and presented to the BoD.</p> <p>NR explained the report in more detail to the group.</p> <p>The staff survey is completed each year and benchmarks Frimley against other trusts. The year's survey shows that BME staff are still being bullied more than white British staff. Work needs to be actioned to help prevent this happening.</p> <p>There are an increasing number of higher banded staff but the number of BME staff in those roles is dropping. This also needs to be addressed.</p> <p>There is a high turnover of staff, mostly in the lower age range, but nursing staff are being retained for a longer period than this time last year.</p> <p>PBI asked if we know why staff are leaving. PBy explained that every staff member who leaves is asked why they are leaving at their exit interview.</p> <p>Action: PBy to send report on reasons for staff exit to DB to circulate</p>	PBy
2.	<p><b>Corporate, Service and Employment Objectives</b></p> <p><b>Corporate: nil</b></p> <p><b>Service:</b></p> <ul style="list-style-type: none"> <li>Interpreting &amp; Translation update. The service is running across all sites. There are some teething problems still which NR and DB are looking into. Further comms will be sent out across the trust to help staff understand how to book and interpreter.</li> <li>Bi/multilingual staff interpreters. A design for the non-clinical interpreter badges was agreed.</li> </ul> <p>ACTION: DB to have badges made up and distributed to relevant staff member.</p> <ul style="list-style-type: none"> <li>Maternity: work is being done with the Urdu and Hindi speaking population to improve access to services. The Romanian population is also not accessing these services and work needs to be done to increase awareness to this group.</li> </ul> <p>ACTION: Information to be shared with maternity services at Wexham, particular with the community midwifery team</p> <ul style="list-style-type: none"> <li>Safeguarding and Learning Disabilities (LD): the trust is failing to meet LD patients' needs. The trust is going to sign up to 'NHS Always' events and look at some pilots on how to improve matters for LD patients.</li> </ul>	<p>DB</p> <p>NR</p>

	<p><b>Employment:</b></p> <ul style="list-style-type: none"> <li>– Workforce Race Equality Standard update: Under the standard we are obliged to notify NHS England of the diversity of staff at senior bandings. As discussed earlier there is some discrepancy between white and BME staff at this level which needs to be addressed.</li> <li>– Mindfulness: Pilot mindfulness The trust is holding trials of mindfulness classes which teach staff how to remain calm in difficult situations and improve their working life.</li> <li>– Impact of Brexit on our staff: Andrew Morris and John Ireland have both put out messages trust wide on how we value all our staff, and that the vote will not affect those currently employed. They have also sent out messages of no tolerance to bullying following an increase in racial comments following the vote.</li> <li>– Michael Rawlings (MR), the security management specialist is rewriting the security policy which will allow no tolerance to violence or aggression to staff. CM advised that it should go to the legal team before ratification to ensure that it would stand in the event of a complaint. Also advised that the standard NHS posters regarding violence and aggression to staff were seen as too confrontational and an alternative should be sourced. <b>ACTION: DB to contact MR as to this advice.</b></li> </ul>	DB
3.	<p><b>PALs and Complaints (verbal update)</b></p> <p>Nothing to report. DB and NR to meeting with Karen Roberts, Complaints Manager, to discuss what should come to this meeting.</p>	
4.	<p><b>Feedback from other groups / areas</b> (changes/improvements made; proposals for improvements)</p> <ul style="list-style-type: none"> <li>• Disability Steering Groups - nothing to report (minutes attached) <ul style="list-style-type: none"> <li>– Chaplaincy (Faith and Community Guide update): The spiritual and cultural guides of both hospitals are being amalgamated and will be sent to the chaplaincy teams for review as soon as they are complete</li> <li>– The End of Life Conference will take place on 30<sup>th</sup> September at Wexham Park Hospital. Half the day will be for medical matters and half will involve faith leaders coming into the trust and meeting with the clinicians and other staff.</li> </ul> </li> <li>• Site Managers- nothing to report</li> <li>• Quality Team- nothing to report</li> <li>• HoNs- nothing to report</li> <li>• HR– No general adverse trends other than those discussed in the section on Annual Equality Reports</li> </ul>	
5.	<p><b>Terms of Reference and Process for involvement</b></p> <p><b>ACTION: Send out TOR again for review for next meeting</b></p>	DB
6.	<p><b>E&amp;D Training</b></p> <ul style="list-style-type: none"> <li>• E&amp;D training is no longer on induction, but is still required to pass the provisional</li> </ul>	

	<p>period of employment. The rate of those completing training has dropped and therefore an eLearning package is being created to cover any gaps, whilst the handbooks and face to face learning continue.</p> <ul style="list-style-type: none"> <li>• BSL: There are now 132 staff undertaking basic British Sign Language training. This will enable them to give comfort and very basic speech with a deaf user in an emergency situation. They will be offered a reduced fee level 1 BSL course for later in the year. However this will be self-funded.</li> <li>• Blind and Deaf awareness sessions are being arranged for staff who can then cascade the training down to their teams. Guide Dogs for the Blind have again been asked to come into the trust and review the site to ensure it is safely adapted for the blind/partially sighted patients, and for TA to utilise special glasses so that he too can review the site.</li> </ul>	
7.	<b>Statutory Requirements/Bodies - Nil</b>	
8.	<p><b>Any other business</b></p> <ul style="list-style-type: none"> <li>• TA asked what was happening about signage throughout the hospital. DB explained that a paper has been sent to the signage team at Wexham explaining the problems and that this is now being reviewed.</li> <li>• Mealtimes. To improve the serviced for patients red and yellow trays are being introduced at Wexham, red for patients who require full assistance to eat and yellow for those who may require some help.</li> </ul>	

**Date of next meeting**

11<sup>th</sup> October 2016, 2 to 4pm Seminar Room, Frimley Park Hospital

