

Minutes of the Equality, Diversity and Human Rights Steering Group
8th December 2016 from 10 a.m. to 12 noon
Atrium, Frimley 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.

Name		Dept	Attended/Apology
Agi Zarzycka	AZ	Information Department Rep	Apology
Angela Ballard	AB	HoN - Medicine	Apology
Bruce Montgomery	BM	Consultant	Apology
Claire Marshall	CM	Head of Patient Involvement	Apology
Dawn Bacon	DB	E&D Officer	Attended
Eleanor Shingleton-Smith	ESS	Deputy Director of Organisational Development	Attended
Faiza Khan	FK	Clinical Pharmacist	Apology
Fiona Rodney	FR	Matron - ED	Attended
Fiona Sayers	FS	Site Manager (Frimley)	Did not attend
Mary Wells	MW	Site Manager (Wexham)	Did not attend
Jane Campbell	JC	Deputy Director of Nursing (HWP)	Did not attend
Karen Barker	KB	Joint staff council rep	Apology
Karen Jones	KJ	Deputy Head of Midwifery	Helen Whapshot attending
Najeeb Rehman	NR	E&D Manager	Attended
Jennifer Sistig	JS	Chaplain (Frimley)	Jenny attending
Peter Blackshire	PB	Chaplain (Wexham)	
Philip Byne	PB	HR business partner/equality lead	Anna Osborne attending
Tamoor Ali	TA	Governor	Apology
Not yet appointed		HoN - Surgical	
Not yet appointed		Therapies NB: Julie West to let me know in new year.	

	Item	Action
1.	<p>Minutes from 12th July 2016 and actions therefrom - approved</p> <p>Heatherwood and Wexham ED consultation on 20th May 2016: NO feedback on proposal to date.</p> <p>ACTION: DB to contact Lucy Hetherington and ask for update for the next meeting.</p> <p>High staff turnover: There is still a high turnover of staff up to band 6, and more needs to be done to retain these staff. Most leavers at Wexham are voluntary resignations and the majority of Frimley for retirement. There is a proforma on the intranet, alongside the exit form, for staff to complete on exit to give reasons for leaving. Staff also have the option of discussing their reasons in an exit interview with their manager.</p> <p>ACTION: NR to obtain demographic data of leavers and compare current and historical data on exit</p>	<p style="text-align: center;">DB</p> <p style="text-align: center;">NR</p>

	<p>Bi/multilingual staff interpreters: badge supplier too costly. New quotes to be obtained.</p> <p>ACTION DB to get new quotes and order badges</p>	DB
2.	<p>Objectives Progress overall</p> <p>Service:</p> <p><i>Macmillan joint working</i> Working with Macmillan at Frimley site on 'buddies' scheme which seeks to have a 'buddy' accompany a cancer patient to help them through their diagnosis and treatment sessions . Also working in the community to increase awareness of cancer and its prevention. Local charity, funded by Macmillan, now offering exercise classes to those in remission to help with their rehab. To discuss with Macmillan at Slough to see if we can replicate these schemes in the Wexham and Heatherwood areas.</p> <p><i>Samaritans joint working</i> Ongoing work in ED with Samaritans. Co-ordinating with Cheryl Meineke and Jo Wexham (ED Matron) on setting up parallel service at Wexham .</p> <p><i>Interpreting & Translation update</i> – Face to Face and Telephone Interpreting uptake Some issues with non-booking of interpreters for BSI and incorrect bookings for language. At Heatherwood a large proportion of OPD appointments have face to face interpreters when telephone would be better. Level of fulfilment of jobs for language is below the level required. This is being addressed with the company</p> <p><i>Community Engagement</i> Working with maternity at Wexham to engage with Romanian immigrants as there is a high number of mothers not accessing antenatal care, with a corresponding issue of still birth. An information event was set up but there was no attendance. Future events need to be advertised in different areas to generate interest.</p> <p>Invoices are paid centrally at present with no cross charging to departments. Liaising with Finance to see how the costs can be cross charged back to directorates.</p> <p>Employment: Discussed objectives 2015 to 2019.</p> <p><i>Gender Gap</i> and the possible reasons for this. HR to look at ways to reduce the gap within the trust</p> <p><i>Recruitment</i> Managers are not always aware that they must interview a disabled person. However, HR will inform the manager if they believe a candidate should be interviewed on disability grounds.</p>	

	<p><i>Freedom to Speak Up</i></p> <p>‘Fair treatment at work advisers’ will become ‘Freedom to Speak Up advocates’, working with Bruce Montgomery the trust Freedom to Speak Up Guardian. This is to be a signposting role rather than an advocate’s role.</p> <p><i>Junior Doctors Contract</i></p> <p>The DoH undertook an EIA on the contract. Frimley Health conducted its own EIA. There will be an impact on staff, especially women, in relation to finance and training.</p> <p>ACTION: NR to send report to group</p> <p><i>Workforce Race Equality Standard update</i></p> <p>Discussed recent legal cases raised in the UK.</p> <p>Looked two recent issues which might become an concern under the WRES</p> <ul style="list-style-type: none"> • There have been some issues in the EDs with working patterns of established staff. Undertaking training cross-site to ensure rota systems fair for all staff. • There have been 2 suspensions of black staff who have been found to not adhere to trust values. 	
3.	PALs and Complaints (written report) – none received	
4.	<p>Feedback from other groups / areas</p> <p>(changes/improvements made; proposals for improvements)</p> <p>Chaplaincy (Faith and Community Guide update) The <i>Chapel</i> has a lot of additional traffic with an increase in Muslim staff utilising this provision. JS is in discussions with Estates to create a separate ablution area and improve the prayer room.</p> <p>JS met with the national faith leaders to promote organ donation. JS advised on new leaflets to give followers of various faiths who are faced with making this decision. These are also very useful for staff for guidance.</p> <p>ACTION: DB to order some for ED. DB to incorporate information into Religious Guide</p>	DB
5.	<p>E&D Training</p> <p>Rates of training</p> <p>39% of staff are up to date with their training. This needs to improve to 80% at a minimum.</p> <p>ACTION: DB and NR to review training offered, introduce eLearning packages, and also improve comms to team leaders to encourage staff to undertake training.</p> <p>NR to send HW link to training for maternity staff.</p>	DB/NR
6.	Statutory Requirements/Bodies - nil	
7.	<p>Any other business</p> <p>‘Aggression and Violence’ poster not agreed. Senior managers to relook at proposed poster to see how to change it to reflect the message the trust wants to send but in a non-threatening way.</p>	

Date of 2017 meetings

14th March 2017 from 10 am to 12 noon in Classroom 7 at Wexham Park

13th June 2017 from 12 noon to 2 pm in the Seminar Room at Frimley Park

12th September 2017 from 10 am to 12 noon in Classroom 7 at Wexham Park

15th December 2017 from 10 am to 12 noon in the Seminar Room at Frimley Park