

SOUTH EAST COAST AMBULANCE SERVICE NHS FOUNDATION TRUST

INCUSION WORKING GROUP

NOTES OF A MEETING HELD ON MONDAY 8 AUGUST

IN THE CARNEY SUITE, BANSTEAD

Present:

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| Geraint Davies (Chair) | (GD) | Director of Commercial Services (Pride) |
| Angela Rayner | (AR) | Inclusion Manager |
| John Griffiths | (JG) | Clinical Operations Transitional Lead |
| James Pavey | (JP) | Senior Operations Manager |
| Matthew England | (MT) | Clinical Quality Manager (representing Nicola Brooks, Head of Medical Services) |
| Andy Cashman | (AC) | Head of Contingency Planning & Resilience |
| Louise Hutchinson | (LH) | Public & Patient Involvement and Experience Lead |
| Jim Reece | (JR) | Public |
| Mo Reece | (MR) | Public |
| Anouska Adamson-Parks | (AAP) | Head of External Service Development |
| Bill Chilcott | (BC) | Head of Compliance |
| Liz Spiers | (LS) | Communications Manager (representing Janine Compton, Acting Head of Communications) |
| Pam Fricker | (PF) | Head of Learning & Development |
| Steve Moss | (SM) | Head of Financial Accounts |
| Jason Tree | (JT) | Head of IT |
| Anna Williams | (AW) | Head of Corporate Services |
| Sandie Gibson | (SG) | Head of HR Strategy |
| Jo Byers | (JB) | Operational Business Development Lead |
| Darren Reynolds | (DR) | Head of Voluntary Services |
| Dave Hawkins | (DH) | Senior Distribution Manager |
| Blessing Enakimio | (BE) | Learning & Development Lead (Chair of Aspire) |
| David Davis | (DD) | NHS Pathways PM (Chair MDH) |
| Sally Robinson (Notes) | (SR) | Workforce Support Officer |

Apologies:

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| Sue Skelton | Head of Distribution |
| Liz Langridge | Head of HR Services |
| Peter Radoux | Senior Operations Manager |
| Greg Timmins | Head of Operational Finance & Resource |
| Justin Wand | Head of Fleet |
| Rob Mason | High Performance Project Manager |
| Robert Bell | Interim Director of Finance |
| Clare Stoner | Unison |
| David Hammond | Acting Head of Management Accounting |
| Nicola Brooks | Head of Medical Services |

1. Welcome

GD welcomed everyone to the meeting and introductions were made.

2. Introduction

GD advised the group that the trust has a responsibility to deliver on equality and diversity and the purpose of this group is to actively move the trust forward in terms of promoting equality, supporting diversity for all and embedding a human rights based approach in all we do. The outcome of today's meeting is to determine the way forward, how we obtain the information we require and what will be done with that information to ensure we meet our obligations under the Equality Act 2010.

3. Equality Act 2010

AR outlined the key areas of the Equality Act and advised the group that the trust is now required to carry out equality impact analysis rather than an equality impact appraisals. The Equality Act 2010 replaces the previous anti-discrimination laws with a single Act. It simplifies the law, removing inconsistencies and making it easier for people to understand and comply with it. It also strengthens the law in important ways, to help tackle discrimination and inequality. A document was provided to all present and will be circulated by email to all members of the group.

ACTION AR

GD said the existing Single Equality Scheme continues to run until 2012 and the responsibility and commitment to deliver on this still stands and a Lead for those areas of work needs to be identified.

4. Equality Delivery System

AR talked through the EDS presentation

5. Discussion – What Does It Mean For SECamb

Lengthy discussion took place around the information required and the amount of work involved. AR is to circulate a template so that a benchmarking can be undertaken against all protected characteristics to be undertaken prior to the next IWG meeting.

ACTION AR

After discussion it was agreed that the template would be completed by members of this group individually, in teams or in directorates and returned to AR by 19 September showing benchmarked information so that it can be taken forward at the next meeting.

ACTION ALL

GD is to ask Jill Dawson to arrange the next meeting for two months' time.

ACTION GD

6. SES Review and Feedback

GD said that the SES document is helpful in identifying areas that the trust needs to consider in relation to the new Equality Act. Areas that are still not achieved can be considered for relevance as we move to develop implementation plans for the EDS.

Unmet actions from the SES will need to be reviewed at the next meeting.

7. Equality Impact Analysis

After discussion GD confirmed that until a new process is in place to monitor EIAs the current system will continue to be used. AR advised the group that she felt it would still be necessary to upload the evidence and in the interim would be good practice. AR is to produce an EIA process proposal for circulation to this group before the next meeting.

ACTION AR

GD asked that this group be responsible for the signing off of all Trust EIAs.

8. Monitoring

GD outlined the purpose of employment monitoring and asked members of this group to feedback to AR on the document "Best Guide to Employment Monitoring" by the end of August. This document will be used as guidance for all those involved in diversity monitoring which will be especially useful as under the specific duties of the proposed Public Sector Equality Duty the trust will have to publish these by 31 January 2012.

GD said that he will invite Isobel Allen to the next meeting to talk about how the information is collated for the Council of Governors and public stakeholders.

ACTION GD

9. Terms of Reference

GD advised the group that the ToR had been approved in principle by the Executive Team and that it required signing off today at this forum.

SM suggested that a detailed list of who attends this meeting should be added to the ToR.

ACTION AR

10. Stonewall

AR advised the group that a person needs to be identified in each directorate to act as a Stonewall representative.

Discussion took place around the use of Stonewall and it was agreed there will be a presentation at the next meeting on how Stonewall information can be used.

ACTION AR

11. PRIDE 2011

GD advised that other ambulance trusts will be joining SECamb at Pride this year.

12. Inclusion Strategy – Update

AR stated that the development of an Inclusion Strategy would be extremely valuable in identifying the mechanisms we need in place to engage effectively with communities of interest, which is an essential part of the EDS. She advised that Sue Harris will be taking this document to the Board, it will then be put on Sharepoint for staff to access.

ACTION AR

13. Date of the Next Meeting

The next meeting will take place in October, date and venue to be confirmed.