

# South East Coast Ambulance Service NHS Foundation Trust

## Inclusion Working Group

Notes of a meeting held on Monday 3<sup>rd</sup> September 2012  
in the Boardroom, Coxheath

### Present:

|                |        |   |
|----------------|--------|---|
| Geraint Davies | (GD)   | Director of Commercial Services                     |
| Isobel Allen   | (IA)   | Membership and Governor Engagement Manager          |
| Robert Bell    | (RB)   | Head of Commercial Services                         |
| Nicola Brooks  | (NB)   | Head of Medical Services                            |
| Bill Chilcott  | (BC)   | Head of Compliance                                  |
| Janine Compton | (JC)   | Acting Head of Communications (for part)            |
| Fiona O'Neill  | (FO'N) | HR Business Partner                                 |
| James Pavey    | (JP)   | Senior Operations Manager                           |
| Paul Ranson    | (PR)   | Head of Procurement                                 |
| Angela Rayner  | (AR)   | Inclusion Manager                                   |
| Jim Reece      | (JR)   | Public and Patient/Carer Involvement Representative |
| Mo Reece       | (MR)   | Public and Patient Involvement Representative       |
| Sue Skelton    | (SS)   | Head of Distribution                                |
| Chris Stamp    | (CS)   | Senior Operations Manager                           |
| Linda Wood     | (LW)   | Service Developments Programme Manager              |

### Apologies

|                       |                                       |
|-----------------------|---------------------------------------|
| Anouska Adamson-Parks | Head of External Developments         |
| Jo Byers              | Operational Business Development Lead |
| Andy Cashman          | Head of Contingency Planning          |
| Geoff Catling         | Programme Director, Estates           |
| John Griffiths        | Head of Operational Support           |
| David Hammond         | Head of Management Accountants        |
| Andrew Hanney         | Head of Estates                       |
| Louise Hutchinson     | Patient Experience Lead               |
| Liz Langridge         | Head of HR                            |
| Peter Radoux          | Senior Operations Manager             |
| Steve Rose            | Senior Operations manager             |
| Lorna Stuart          | Senior Operations Manager             |
| Jason Tree            | IT and Development                    |

## 1. Welcome and Apologies

1.1 GD welcomed everyone to the meeting

1.2 Apologies were as listed above.

## 2. Review of notes of the meeting held 18 June 2012

2.1 The notes of the meeting held on 2 April 2012 were agreed as an accurate record subject to Geraint Davies being shown as having sent his apologies.

## Matters Arising

3.2 All matters arising had been dealt with and it had been agreed that CS would give a presentation on NUDGE at a future meeting.

### 3. Developing Plans to meet our Equality Objectives

3.1 AR reminded the group that the Trust had adopted four equality objectives and one overarching objective. It was now necessary to start to develop the action plans associated with these.

3.2 The group reviewed Objective 1 and agreed that the groups most likely to have particular healthcare needs in the Trust's area were gypsies and travellers, people with learning difficulties and those with dementia. It was agreed that most of the work relating to this objective would fall under the remit of the Medical Directorate and NB reported that a meeting was due to be held on 18 September to commence work on this.

3.3 Discussion took place on other seldom heard groups and whether these should be included, but it was agreed to keep to the three groups outlined above.

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| <b>Action:</b> | <b>AR and NB to meet and work up draft objectives for each of the above 3 areas</b> |
| <b>Date:</b>   | <b>8 November 2012</b>  |

3.4 AR reported that work had already started on Objective2.

3.5 AR noted that an outline statement had already been drawn up, but it was rather too wordy. It was agreed that AR and JC would work together on trying to initially condense the statement prior to consultation.

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| <b>Action:</b> | <b>AR and JC to work on trying to condense the outline statement</b> |
| <b>Date:</b>   | <b>8 November 2012</b>   |

3.6 FO'N highlighted the need to ensure that this statement was put into plain and easily understood English and this was agreed.

3.7 GD noted that once this work had been completed it should be undertaken alongside the Values work that was currently taking place.

3.8 AR noted that Objective 4 would be a challenge for the organisation and discussion took place on this. It was observed that ideally this competency should be included in job descriptions, but at present many members only had role briefs and not complete job descriptions. GD undertook to liaise with Kath Start over how to square the circle regarding this and about how this could link in with the Values work.

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| <b>Action:</b> | <b>GD to speak to Kath Start regarding Objective 4 and how this could link in to the Values work</b> |
| <b>Date:</b>   | <b>8 November 2012</b>   |

3.9 GD highlighted that he had agreed with the Chairman and PS that an update paper would be taken to the Board every six months outlining the current position with regard to each of the four

objectives and that a session would also be held whereby board members assessed themselves about where they stood with regard to the equality and diversity agenda.

3.10 AR reminded the group that these were 4 year objectives so it was not necessary to do everything at once.

3.11 MR asked what would happen if the group was unhappy with the Board's assessment and was informed that process was aimed at identifying gaps/areas of weakness and relevant training needs identified and addressed.

#### **4. Publishing Equality Information**

4.1 AR advised that it would be necessary to publish equality information by 31 January 2013, but reminded the group that it had been agreed to complete this work by 30 November 2012 as quarter 3 was always a traditionally difficult quarter for the organisation.

4.2 The group then considered the evidence template and further amendments were made to those who collected the information and those who analysed it. Concern was expressed about who would complete the areas allocated to LH who was now on secondment, and it was agreed that AR would raise this with Kath Start to clarify who would be leading on these areas.

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| <b>Action:</b> | <b>AR to contact Kath Start to find out who would be responsible for the areas allocated to LH now that she was on secondment</b> |
| <b>Date:</b>   | <b>24 September 2012</b>  |

4.3 It was then clarified that the process for information being collected by the relevant people needed to be concluded by the second week in November (9<sup>th</sup>). A response would then be required from the leads identified for the respective areas and this needed to be completed by 16<sup>th</sup> November.

4.4 Discussion then took place about how much detail needed to be put into the response and it was agreed that AR would re-circulate the WMAS version to be used as a guide.

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| <b>Action:</b> | <b>AR to re-circulate the WMAS version to be used as a guide</b> |
| <b>Date:</b>   | <b>24 September 2012</b>   |

#### **5. Implementing the Inclusion Strategy – Inclusion Advisory Group and progress update**

5.1 AR reported that the selection process had now commenced. The Membership Advisory Committee would be meeting tomorrow and they would consider the applications for membership of the Inclusion Hub Advisory Group (IHAG). AR noted that 34 applications had been received and that 6 places had already been allocated, so around 15 people were being sought.

5.2 The first meeting of the IHAG would take place on 26 September and draft terms of reference had already been developed.

5.3 The group noted the need to formally record via AR any formal or informal requests for Trust engagement so that a database of evidence could be built up for the future.

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| <b>Action:</b> | <b>Any requests for Trust engagement/participation in various groups to be highlighted to AR to build up a database of evidence. AR to provide a simple process for staff to complete following any engagement/involvement activity</b> |
| <b>Date:</b>   | <b>September 2012</b>   |

## **6. Foundation Council**

6.1 IA reported that the new Foundation Council would be meeting on 13 September for the first time. It had new terms of reference, new membership and a new focus on outcomes and would be managed more strategically. The group would meet 4 times a year and could provide the opportunity for virtual involvement and engagement. IA is responsible for staff engagement with staff governors and members and has agreed to take over the effective running of the FC. The new group is a representative sample of staff and directorates in the organisation.

## **7. Stonewall Workplace Equality Index – progress update**

AR noted that it had been a struggle this year to get the evidence together to support this. The final date for submission was 14 September 2012 and AR has had to do a lot of the work herself on this. AR suggested that the Trust submitted its evidence for this year but then gave consideration to what it was going to do going forward. Group members were asked to go away and think about this for further discussion in January 2013.

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| <b>Action:</b> | <b>IWG members to give consideration to the way forward with regard to the Stonewall Workplace Equality Index - to be discussed at January meeting</b> |
| <b>Date:</b>   | <b>January 2013</b>  |

## **8. PRIDE 2012**

8.1 GD reported that this year had been the best entry SECamb had ever made. There had been 20 SECamb staff, 20 from East of England plus 22 others from all over the country. It had been particularly good to see the public response to the organisation.

8.2 The key consideration for next year was whether the Trust wanted to have a stall in the park. The current cost was £1k so consideration would need to be given as to whether or not it would be worth it. It was pointed out that it could help the Trust's recruitment and could also be used to recruit more CFRs. The Trust could have a stall with three or four parts to it.

8.3 Discussion took place about the financial implications of supporting PRIDE in terms of providing additional operational support. At present the Trust did not charge PRIDE for this but as PRIDE was becoming more of a commercial venture then perhaps consideration should be given to charging them as it did for numerous other external events. It was agreed that GD and JP would meet with Trevor Edwards from the PRIDE organising committee to hold a debrief following this year's PRIDE.

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| <b>Action:</b> | <b>GD and JP to meet with Trevor Edwards for a debrief following PRIDE 2012</b> |
| <b>Date:</b>   | <b>24 September 2012</b>  |

8.4 RB reminded the group of the need to discuss this with the Trust's commissioners before holding the debrief.

8.5 GD expressed his particular thanks to AR and IA for all the work they had put into PRIDE and also thanked UNISON for their donation and for their attendance at the event.

## **9. Any Other Business**

9.1 AR advised that the SHA were in the process of preparing a training plan to try and ensure that appropriate training was in place to help build expertise in equality and diversity within the organisation. They were asking for staff to be identified at bands 6 and 7. If anyone had someone in their team they wished to nominate could they please contact AR.

9.2 JC noted the need to inform L&D about this as it would need to be added to their log.

9.3 It was agreed that 10 people could be nominated.

## **10. Date of Next Meeting**

10.1 The next meeting will take place on Thursday 8<sup>th</sup> November 2012 at 1400 in the Boardroom at Coxheath.

10.2 Agenda items to include:

Update on Foundation Council

PF to be invited to come and talk about taking forward the Values work

Agenda item on how the IWG will work with the IHAG.