

South East Coast Ambulance Service NHS Foundation Trust

Inclusion Working Group

Notes of a meeting held on Tuesday 4 October 2011
in the Brooker Suite at Banstead

Present:

Geraint Davies (Chair)	(GD)	Director of Commercial Services (Pride)
Angela Rayner	(AR)	Inclusion Manager
Anouska Adamson-Parks	(AAP)	Head of External Developments
Bill Chilcott	(BC)	Head of Compliance
Blessing Enakimio	(BE)	Representative of ASPIRE
Darren Reynolds	(DR)	Head of Voluntary Services
Isobel Allen	(IA)	Membership Manager
Janine Compton	(JC)	Acting Head of Communications
Jo Byers	(JB)	Operational Business Development Lead
Liz Langridge	(LL)	Head of HR Services
Louise Hutchinson	(LH)	PPI and Patient Experience Lead
Jim Reece	(JR)	Public Involvement Representative
Nicola Brooks	(NB)	Head of Medical Services
Pam Fricker	(PF)	Head of Learning and Development
Rob Mason	(RM)	High Performance Project Manager
Robert Bell	(RB)	Head of Commercial Services
Sandie Gibson	(SG)	Head of HR Strategy
Steve Moss	(SM)	Head of Financial Accounts
Steve Rose	(SR)	Senior Operations Manager
Peter Radoux	(PR)	Senior Operations Manager (representing Lorna Stuart)
Mark Spooner	(MS)	Clinical Operations Manager (representing Chris Stamp)

Apologies

Andy Cashman	Head of Contingency Planning & Resilience
Anna Williams	Head of Corporate Services
Chris Stamp	Senior Operations Manager
David Davis	Representative of Making Diversity Happen
David Hammond	Acting Head of Management Accounting
Geoff Catling	Programme Director Estates
Greg Timmins	Head of Operational Finance & Resource
James Pavey	Senior Operations Manager
Jason Tree	Head of IT
John Griffiths	Clinical Operations Transitional Lead
Lorna Stuart	Senior Operations Manager
Justin Wand	Head of Fleet
Mo Reece	Patient/Carer Involvement Representative
Sue Skelton	Head of Distribution
Will Bellamy	Representative PRIDE in SECAmb

1. Welcome and Apologies

1.1 GD welcomed everyone to the meeting and explained that some colleagues were held up due to traffic problems. Operational staff were engaged on the daily conference call and would be joining the meeting later.

1.2 Apologies were as listed above and GD undertook to follow up some of the non-attendances where appropriate.

2. Introduction and Notes of the meeting held on 8 August 2011

2.1 GD introduced himself and explained that this group had been set up as it was crucial that SECAMB understood its responsibilities to its patients and its staff in respect of Equality and Diversity. He hoped that this forum would enable this to be done.

2.2 The notes of the meeting held on 8 August 2011 were agreed as an accurate record.

Matters Arising

2.3 3 AR had circulated all documents and they were also on sharepoint.

2.4 5 The Benchmarking data review was on today's agenda.

2.5 5 JD had arranged dates for the remainder of the year.

2.6 7 EIA was on today's agenda.

2.7 8 IA was present at today's meeting.

2.8 9 The terms of reference had been revised and would be agreed at today's meeting.

2.9 10 Use of Stonewall information – AR would provide an update today.

2.10 12 AR reported that GD would be taking the document to the Board.

3. Terms of Reference

3.1 The group gave its agreement to the revised terms of reference.

4. Equality Act 2010 – Specific Duties confirmed

4.1 AR gave an update on the revised regulations which had been approved on 6 September 2011 and had included the two specific duties as expected. The two specific duties introduced by the regulations mean that NHS organisations are required to:

- publish information to demonstrate compliance with the PSED at least annually starting from 31 January 2012
- prepare and publish equality objectives at least every four years starting from 6 April 2012.

SECAMB will need to demonstrate that the organisation has taken due regard to diversity and monitoring will help to provide evidence. AR had drawn up a Diversity Monitoring Form which

could be used for this purpose. She aimed to make this a one page document and she would circulate this as an action from this meeting for feedback.

Action:	AR to circulate Diversity Monitoring Form to Inclusion Group members
Date:	6 October 2011

4.2 It is proposed to make this generic document available so that it can be tailored to meet individual needs.

4.3 AAP asked that AR assist group members by giving a short presentation on how to complete the form. AR suggested that they should use the Stonewall leaflet as this was a very good guide.

4.4 GD reminded the group that it was essential to be able to demonstrate that the information provided was embedded within the organisation and for this reason it was crucial that everyone explained to their teams the importance and benefits of monitoring using the Stonewall document as a starting point.

4.5 Discussion then took place about the forums at which this information should be collected. It was agreed that this would not be at internal meetings, other than training events, but it should include meetings which involved external participants. It was acknowledged that some of this data was already being collected so it was just a case of adding to it and comparing and contrasting it with the data already held.

4.6 SG asked whether it would be possible to load this information on to the ESR to supplement the existing record. AR informed her that it is usually for statistical purposes only. Where we collect information on file, people must know and agree to it and be assured it will only ever be used to make sure staff, patients etc are being properly catered for.

4.7 Further discussion took place about how to complete the template and concerns were expressed around the process. However, after discussion the process was agreed and it was further decided that if the current template did not work then the group would work together to re-design it. GD reiterated that the main purpose of completing this template was to ensure that the Trust was serving its staff and also its patients.

4.8 RB expressed concern about the amount of time it would take to evaluate each form and after further debate it was agreed that SG and PF would work together to set up a system which would assist with this using the ESR.

Action:	SG and PF to set up a system to evaluate data using the ESR
Date:	22 November 2011

4.9 GD re-emphasised the need to get a process in place as soon as possible as 31 January 2012 was not that far away.

5. Benchmarking Review Updates

It was reported that unfortunately not all the work that had been pledged to be done at the last meeting had been completed. It was hoped that the session to be arranged on 22 November 2011 would provide an opportunity for the group to understand the process more fully.

6. SES review – outstanding actions

6.1 No members of the group indicated that they had any issues that they considered to be outstanding. GD referred to the discussion at the last meeting and requested that group members went back to their directorates and asked their staff to review the “reds” and provide feedback to the next meeting.

Action:	Group members to ask their respective Directorate staff to review the red areas in the SES review and feed back to the next meeting
Date:	22 November 2011

7. Equality Impact Analysis – update

7.1 AR reported that the previous version of this had been considered to be too detailed so she had prepared a first draft of a new form and asked group members to consider whether or not they considered it could be workable. She hoped that the form would simplify the process and welcomed feedback.

Action:	Group members to provide feedback on the draft EIA form to AR
Date:	22 November 2011

8. EDS Training Event – participant feedback

8.1 JB reported that she had attended this event with AR and it had made her aware of just how much work there was to do and how AR could not be expected to do this work on her own, group members possessed the relevant knowledge and would need to work with AR on this.

9. Discussion and Identification of Support required to deliver the EDS

9.1 Discussion took place about the benchmarking exercise and the consensus view was that it would be helpful for a workshop to take place on 22 November 2011. AR suggested inviting people along to the workshop so that some of the work that was required could be completed at the workshop and this was agreed. AR further agreed to send out some examples from amongst those returns already completed.

Action:	AR to send out examples of returns already completed to group members
Date:	15 October 2011

9.2 AR further advised that in terms of timing it was important that the initial exercise should have been completed prior to the workshop on the 22nd so requested that this information be provided to her by 11 November 2011.

Action:	Group Members to provide their completed initial return to AR prior to workshop on 22 November 2011
Date:	11 November 2011

9.3 Discussion then took place about whether Directorates should complete one return or individual returns for each area of responsibility. GD expressed the wish to see separate ones initially so that he could gain assurance that the whole organisation had participated in this.

9.4 GD highlighted that the required objectives could then be worked up from this data in time for April 2012.

10. FT Membership

10.1 IA circulated copies of the membership form that was currently being used with regard to FT and outlined the information that had been included within this. She then explained how this information was analysed and broken down into various areas, and further advised that this form would be updated in due course to include the information that was required for the EDS.

10.2 AAP asked whether it was possible to obtain information on which types of people attended SECamb events from this form and IA advised her that this was possible.

11. Inclusion Strategy Update

11.1 AR reported that two events were being held, one on 12 October 2011 at East Malling and another on 20 October in Horsham. The second part of the process would be to look at which groups had not been reached through these events and then specific focus groups would need to be held with these groups.

11.2 GD advised that an update on the Inclusion Strategy would go to the next meeting of the WDC and once it was signed off it would be circulated to group members. East Kent Hospitals University NHS Foundation Trust were very keen to join in with some of the work that SECamb was currently undertaking.

11.3 GD asked that members of the group tried to attend the events outlined above.

12. National Ambulance Service Conference on 25 November 2011

12.1 GD reported that PS currently chaired the National Forum for Diversity and in the light of the new EDS there would be a national launch involving 10 Ambulance Trusts on 25 November 2011 in Birmingham. It was hoped that David Nicholson would be in attendance as well as the Minister with responsibility for the Ambulance Service.

13. Any other business

- GD reported that PRIDE were currently reviewing their terms of reference and were currently out to review. There would be an article on this in the Bulletin.
- BE advised that October was Black History month and there would be lots of events going on to raise awareness. There would also be an article in the Bulletin regarding this and a fun quiz. There would also be further information on the website.
- GD requested that a discussion be held at the next meeting about how to provide assurance to the Board on the work that the Inclusion Group was doing.

14. Date of next meeting

14.1 The next meeting would take the form of an all day workshop and be held on 22 November 2011, followed by a short formal meeting. AR would provide details of venue in due course.