

South East Coast Ambulance Service NHS Foundation Trust

Inclusion Working Group

Notes of a meeting held on Monday 18 June 2012
in the Brooker Suite, Banstead

Present:

Angela Rayner	(AR)	Inclusion Manager
Isobel Allen	(IA)	Membership Manager
Robert Bell	(RB)	Head of Commercial Services
Andy Cashman	(AC)	Head of Contingency Planning and Resilience
Bill Chilcott	(BC)	Head of Compliance
Mike Collins	(MC)	Head of IT
Janine Compton	(JC)	Acting Head of Communications (for part)
John Griffiths	(JG)	Clinical Operations Transitional Lead
Andrew Hanney	(AH)	Head of Estates
Fiona O'Neill	(FO'N)	HR Business Partner
Jim Reece	(JR)	Public and Patient/Carer Involvement Representative
Mo Reece	(MR)	Public and Patient Involvement Representative
Anna Williams	(AW)	Head of Corporate Services
Linda Wood	(LW)	Service Developments Programme Manager

Apologies

Geraint Davies	(GD)	Director of Commercial Services (CHAIE)
Anouska Adamson-Parks		Head of External Developments
Jo Byers		Operational Business Development Lead
David Davis		
Blessing Enakimo		Representative of ASPIRE
Pam Fricker		Head of L&D
Louise Hutchinson		PPI and Patient Experience Lead
James Pavey		Senior Operations Manager
Steve Rose		Senior Operations Manager
Jason Tree		

1. Welcome and Apologies

1.1 AR welcomed everyone to the meeting and explained that unfortunately GD could not be with the Group this morning as he had to attend an important 111 meeting and also other members of the Group could not be present because they were involved in an R&D meeting that morning. Introductions were then made and new members of the group were welcomed.

1.2 Apologies were as listed above.

2. Review of notes of the meeting held 2 April 2012

2.1 The notes of the meeting held on 2 April 2012 were agreed as an accurate record.

Matters Arising

2.2 Ref 5.1 (1) Action complete – AR had circulated the template. (2) AR to follow up this action with CS.

2.3 Ref 6.3 Action complete – AR had circulated the Stonewall submission to members.

2.4 Ref 8.3 Action to be carried forward. CS to be asked to give a presentation on NUDGE at a future meeting. JG to remind him.

Action:	JG to remind CS about arranging a date to present to the IWG on NUDGE
Date	3 September 2012

3. Equality Objectives

3.1 AR noted that these had been circulated to the group. AR confirmed to the group that the equality objectives were published by 6 April of this year, as required as one of the specific duties of the Public Sector Equality duty. AR outlined the objectives and clarified that they were developed as part of the EDS process. The full report is published on the website and had been circulated to the group prior to the meeting.

3.2 The group reviewed the objectives and were provided with objectives published by other ambulance trusts. Work has commenced on Objectives 1 and two, with work on 3 expected to commence shortly. Objective 4 work would be commencing shortly, with the Board having an item on this at their next Awayday. Progress will be monitored and reported via the group and Inclusion Hub Advisory Group.

3.3 Work on the one overarching objective – development of the Inclusion Strategy was ready to be implemented. LW asked how Objective 3 linked in with the Trust's corporate values and AW advised that Kath Start was taking this piece of work forward in the form of a "Values safari" which had been suggested at a Foundation Council meeting whereby a workshop was going to be held on a Saturday on a voluntary basis. AR agreed to ask GD to contact Kath Start to ask her to bear Objective 3 in mind when undertaking this.

Action:	GD to contact KS to ask her to bear in mind Objective 3 of the Equality Objectives when the work was undertaken at the Values safari
Date:	25 June 2012

3.4 Discussion took place about the work required around these objectives and AC enquired as to whether there was something available which described what needed to be done. AR advised that there was nothing at present in respect of Objectives 1-4, as action plans would be drawn up for these in due course as they had to be done over a four year period. An action plan was, however, already in place in respect of the overarching objective. Leads for the objectives would be identified as they were broken down.

3.5 AR highlighted that the EDS framework was a national document which required gradings to be published by 31 March 2013. It was in essence a framework which needed to be completed to evidence what the Trust was doing, with emphasis on outcomes.

4. Equality Information Benchmarking

4.1 AR reported that unfortunately the response to requests for information had been rather disappointing. However, she had been able to put some more information into the report. The group then worked through the document and various additions were made to it. It was agreed that RB would provide some additional information in relation to contracts. AR agreed to meet separately with PR and MC to agree what should be provided and the expected outcomes.

Action:	(1) RB to provide some additional information to AR regarding contracts (2) AR to meet with PR and MC to agree information required for data set
Date:	20 July 2012

4.2 BC also highlighted the need to include FOI data.

4.3 AW cautioned against having too many action plans as they could end up overlapping.

4.4 Discussion then took place about who was ultimately responsible for providing information in respect of Training for Community First Responders, should it Pam Fricker or Darren Reynolds as this information should really link in to the Training Needs Analysis (TNA). JR was concerned that responsibility for training could not be quality assured unless it was part of the organisation TNA. It was agreed that AR would contact PF to raise his issue.

Action:	AR to make enquiries as to who is responsible for providing information on training for CFRs
Date:	3 September 2012

4.5 It was further agreed that AR would contact Mike Plowman to ascertain whether or not the updated EIA template had been included in the Policy on Procedural Documents.

Action:	AR to contact Mike Plowman to ascertain whether the updated EIA template had been included in the Policy on Procedural Documents
Date:	28 June 2012

4.6 It was further agreed that AW would try to raise the profile of EIAs in her role.

5. Inclusion Strategy Update

5.1 IA and AR had been working on this now for six months and had asked stakeholders how the Trust could best engage with them going forward. The Inclusion Strategy had just been approved by the Board. The draft strategy had already been circulated to the IWG, but AR would ensure that the approved version would also be circulated and uploaded to the intranet and website.

Action:	AR to arrange for the approved Inclusion Strategy to be circulated to IWG members and uploaded to website and intranet.
Date:	28 June 2012

5.2 An Inclusion Hub Advisory Group (IHAG) has been agreed and is now in the stages of development. It will comprise approx 20 stakeholders from different parts of the community and will include staff. Discussion took place on this and AW suggested drawing up a presentation that could be given to the senior management teams of each directorate, and JG also suggested including the JPF in this.

6. Stonewall Work Equality Index

6.1 AR reported that this had been circulated to people who needed to be involved in this. It was agreed that a meeting regarding this would be useful.

Action:	AR to arrange for a meeting to be set up with the relevant people to discuss the Stonewall Work Equality Index
Date:	2 July 2012

7. PRIDE 2012

7.1 The first planning meeting had been held and everything was progressing. AR highlighted that everyone was welcome to attend PRIDE 2012 which would be held on 1 September 2012 this year due to the Olympics.

8. Any Other Business

8.1 AR raised the subject of EIAs. There is a lack of evidence that these are being consistently carried out because they are not listed on the website. Discussion took place about whether they should be shown as a risk on the risk register. BC advised against this and advocated raising awareness of EIAs across the Trust as an initial measure. Discussion took place on this and on the possible sanctions that could be applied to the Trust if were not able to assure that it considers the impact of our work on the nine protected characteristics, as required by the Public Sector Equality Duty.

8.2 It was agreed that AR would re-send the EIA template to IWG members and discuss this matter further with BC to agree an approach for proposal and circulation to the IWG for feedback. AR agreed to provide some examples of other organisations and the implications to them when found to be non-compliant.

Action:	(1) AR to re-circulate the EIA template to IWG members (2) AR and BC to discuss the risk element
Date:	2 July 2012

8.3 JG raised the issue of membership of the IWG. In his view the group was far too large. AW advised that the structure and effectiveness of working groups is being reviewed.

9. Date of Next Meeting

9.1 The next meeting will take place on Monday 3 September 2012 at 1400 in the Boardroom at Coxheath.