

South East Coast Ambulance Service NHS Foundation Trust

Inclusion Working Group

Notes of a meeting held on Tuesday 22 November 2011
at the Hawth Theatre, Crawley

Present:

Angela Rayner	(AR)	Inclusion Manager
Anna Williams		Head of Corporate Services
Anouska Adamson-Parks	(AAP)	Head of External Developments (Acting Chair)
Bill Chilcott	(BC)	Head of Compliance
Darren Reynolds	(DR)	Head of Voluntary Services
Isobel Allen	(IA)	Membership Manager
Liz Langridge	(LL)	Head of HR Services
Pam Fricker	(PF)	Head of Learning and Development
Robert Bell	(RB)	Head of Commercial Services
Steve Moss	(SM)	Head of Financial Accounts
Greg Timmins	(GM)	Head of Operational Finance & Resource
John Griffiths	(JG)	Clinical Operations Transitional Lead
Justin Wand	(JW)	Head of Fleet
James Pavey		Senior Operations Manager
Matt England	(ME)	Representing Nicola Brooks

Apologies

Geraint Davies (Chair)	Director of Commercial Services (Pride)
Blessing Enakimio	Representative of ASPIRE
Janine Compton	Acting Head of Communications
Jo Byers	Operational Business Development Lead
Louise Hutchinson	PPI and Patient Experience Lead
Mo Reece	Patient/Carer Involvement Representative
Jim Reece	Public Involvement Representative
Nicola Brooks	Head of Medical Services
Rob Mason	High Performance Project Manager
Steve Rose	Senior Operations Manager
Chris Stamp	Senior Operations Manager
David Davis	Representative of Making Diversity Happen
David Hammond	Acting Head of Management Accounting
Geoff Catling	Programme Director Estates
Jason Tree	Head of IT
Lorna Stuart	Senior Operations Manager
Sue Skelton	Head of Distribution

1. Welcome and Apologies

1.1 AAP welcomed everyone to the meeting and explained that it would be a very focused meeting aimed at reviewing and agreeing essential actions.

1.2 Apologies were as listed above.

2. Review notes of the meeting held 4 October 2011

2.1 The notes of the meeting held on 4 October 2011 were agreed with an amendment to the second bullet in item 13 where BO should be replaced with BE.

2.2 There were no matters arising

3. Single Equality Scheme Review

3.1 There are still teams/directorates who have not responded. All are asked to submit a return and if there are no actions outstanding to submit a nil return.

4. Next steps – EDS implementation

4.1 The group agreed that the benchmarking submissions received to date need to be reviewed against the factors that apply to each of the 18 outcomes. The combined submission document should be resent with the grading manual to enable this to be completed asap.

4.2 The group discussed suggestions and considered how we might best review/further populate and achieve initial grading positions. It was agreed that AR, AAP, AW and IS would meet to consider the suggestions and circulate a proposal which would identify a lead for each goal and recommendations of who should be involved in further participation.

4.3 There was general consensus that the training event was helpful and had clarified what we need to do to achieve implementation.

Actions:	AR to circulate combined benchmarking and grading manual to Inclusion Group members
Date:	23 November
Actions:	AR, AAP, AW and IS to agree an approach and circulate to IWG for approval
Date:	By 5 December

5. Diversity data collection form

5.1 This will be amended following comment and will be made available on sharepoint and the forms page of the intranet.

5.2 PF has set up a system on ESR to collect data. It is vital that all training is advised to Leane Stephens to enable post event evaluation and accurate records.

5.3. DR is in the process of setting up a system which will enable volunteer data to be collected.

Action:	AR to amend and upload
Date:	5 December 2011

6. EIA process

6.1 No members of the group had any issues with the guidance. It was agreed that AW and AR would consider an approach to get the new approach agreed and implemented.

Action:	AR and AW to consider next steps and progress to implementation
Date:	January 2012

7. Inclusion Strategy Update

7.1 Stage 1 – Two workshops designed to elicit stakeholder views about how, who and when to engage and involve in our work as well as input to key service develops and business planning process have been completed.

7.2 Stage 2 – Series of 11 focus groups are planned and surveys will be distributed to ensure that we have involved representatives from all our communities (November-December 2011). The staff focus group will take place on the morning of 16th December and any members of the group who wish to attend should contact AR.

7.3 Stage 3 – Draft strategy and action plan will be produced and sent out for final consultation (January 2012).

Action:	Group members wishing to attend focus group 16 December to contact AR
Date:	10 December 2011

8. National EDS Event

8.1 This will take place on Friday 25th November in Birmingham with six representatives from SECamb attending – Paul Sutton, Geraint Davies, Chris Stamp, Isobel Allen, Louise Hutchinson and Angela Rayner.

9. Any other business

None

10. Date of next meeting

10.1 The next meeting