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**Minutes of a Joint Equality and Diversity Committee meeting  
held on Friday 21<sup>st</sup> January 2011 via videoconference between  
Meeting Room 1, Bexhill Hospital and Room S18a, Friars Walk, Lewes**

Present

Jayne Boyfield	Managing Director	NHS ESCHS
Jessica Britton	Deputy Director of Delivery & Assurance	NHS ESDW & NHS H&R
Charles Ellis	Non Executive Director	NHS H&R
Sara Geater	Head of Engagement & Equalities	NHS ESDW & NHS H&R
Peter Holloway	Chief Officer	PCSS
Rita Lewis	Interim Chair	NHS ESDW
Joe O'Grady	Equality and Human Rights Manager	NHS ESDW & NHS H&R

In attendance

Kerry Smith	Corporate Services Support Administrator	NHS ESDW & NHS H&R
Emma Wilkinson	PA to Charles Ellis	

Apologies

Jack Barnes	Non Executive Director	NHS ESDW
Lisa Compton	Director of Delivery & Assurance	NHS ESDW & NHS H&R
Anita Counsell	Head of Health Improvement & Partnerships	NHS ESDW & NHS H&R
Ruth Kosmin	Non Executive Director	NHS H&R
David Lowe	Director of Workforce & OD	NHS ESDW & NHS H&R
Nicky Murrell	Assistant Director of Projects	NHS ESDW & NHS H&R

**1. Welcome and apologies**

**1.1 Welcome and Apologies**

Rita Lewis welcomed everyone to the meeting.

Apologies were received as above.

*NB: Terms of Reference have been checked and the meeting was quorate.*

**1.2 Minutes of the Joint Equality and Diversity Committee meeting held on 11<sup>th</sup> October 2010 and Matters Arising:**

The minutes were agreed as an accurate record of the meeting.

Matters Arising

Sara Geater confirmed that the six-monthly exception report to the Committee on actions arising from Equality Impact Assessments (EIAs) and their implementation would be presented at the next meeting.

All other actions were reported as complete or ongoing or would be raised under the relevant Agenda item.

SG

**2. Strategy (for discussion and agreement)**

**2.1 Exception Report against PCT action plan**

Sara Geater reported that since the last meeting, the PCT action plan had been reviewed; a number of actions had been removed in response to the direction of travel described in the Government's White Paper 'Liberating the NHS' and the plan had been disaggregated into commissioner and provider plans.

Of the actions due for completion in Q3, 13 of the actions were rated as complete and closed, 5 actions were rated as complete but had associated on-going activity and 5 actions were in progress and expected to be completed within the next quarter.

The following points were raised / actions requested:

- Promotion of PCT Equality and Diversity Training to all Independent Practitioners would be reviewed as part of the GP consortia discussions. Consideration would need to be given to whether training would be made available to Opticians, Dentists and Pharmacists, in addition to GPs.
- Rationale was given for all actions that had been removed from the plan.
- The QOF response on Equality would be circulated to the Committee.

SG

**The Committee noted progress.**

## 2.2 Exception report against ESCHS action plan

Sara Geater reported that since the last meeting, the ESCHS action plan had been reviewed; a number of actions had been removed in response to the direction of travel described in the Government's White Paper 'Liberating the NHS' and the plan had been disaggregated into commissioner and provider plans.

To date, 7 of the actions were rated as complete and closed, 3 actions were rated as complete but had associated on-going activity and 5 actions were in progress and expected to be completed within the next quarter.

The following points were raised / actions requested:

- The Workforce monitoring report would be available for the next Committee meeting.
- A report on work around the Wheelchair Service would be requested from East Sussex LINK; to be shared with the Committee.
- A reminder about the use of exit interviews conducted with staff leavers would be included in the Community Services Bulletin.
- A joint approach to the action to 'review the recruitment process to identify ways to encourage more BME applicants and include BME staff engagement in this process' would be considered in work around the transition plan between East Sussex Community Health Services (ESCHS) and East Sussex Hospitals Trust (ESHT).

JBo

SG

JO'G

**The Committee noted progress.**

## 2.3 Code of Conduct for Single Equality Act

Joe O'Grady reported that the Code of Practice (which would give details of the requirements placed on statutory bodies in relation to the equality duty) was expected to be published in mid January. The second tranche of the Single Equality Act legislation was due to come into effect on 1<sup>st</sup> April 2011.

The Committee agreed the following actions in relation to the Code of Conduct for the Single Equality Act:

- Supplementary information would be sent out to the Committee.
- An update would be presented at the next meeting.
- An article would be included in the Community Services Bulletin.
- This would be raised with the PCTs Single Management Team (SMT).

JO'G

SG

JO'G

JO'G

**The Committee noted the contents of the report and potential changes to requirements placed on statutory agencies.**

## 2.4 Equality Delivery System (EDS)

Joe O'Grady reported that following a pilot, the SHA had requested that all Trusts in the South East area sign up to the EDS.

**The Committee:**

- **considered the benefits and detriment statements provided**

- requested that Jessica Britton raise the recommendation that ‘the PCT sign up to year 1 of the EDS system with the intention that this will be taken over by GP Consortia’ for endorsement by SMT
- noted that ESCHS would work with ESHT to undertake the EDS (with interim support from the Human Rights and Equality Manager)

JBr

### 3 Performance (for information and discussion)

#### 3.1 Collecting and monitoring demographic information (section 1)

Sara Geater reported that to date, 4 of the actions identified to take forward work around collecting and monitoring demographic information had been rated as complete and closed, 1 action was rated as complete but had associated on-going activity and 2 actions were in progress.

The Committee heard that an equality monitoring and advisory work group would look into why Race was not currently recorded in A&E but was upon admission; Jourdan Treverton would be asked to raise this with the ESHT Equality and Diversity Steering Group.

JO’G

**The Committee noted progress.**

#### 3.2 Creating accessible information (section 3)

Sara Geater reported that all 7 of the actions identified relating to creating accessible information had been rated as complete with associated on-going activity. Reports were also given on the Interpretation and Translation Policy, Sign translate pilot and Easy Read proposal. The following points were raised / actions requested:

- Contracts for Interpretation and Translation services would be considered in work around the transition plan between East Sussex Community Health Services (ESCHS) and East Sussex Hospitals Trust (ESHT).
- The Engagement and Equalities team would work with other trusts to consider how to address the issue of PCTs being charged when a booked appointment with an interpreter is not attended.
- The Sign Translate Pilot would form part of a business case for the whole of East Sussex; an update would be given at the next meeting.
- Sara Geater would discuss introducing the Sign Translate Pilot to the Sexual Health Service at Station Plaza with Brenda Lynes O’Meara.

SG

SG

**The Committee:**

- **Noted progress relating to creating accessible information.**
- **Discussed the Interpretation and Translation policy and decided that to address the issue around what is a ‘reasonable’ translation request, the following action would be taken:**
  - **Joe O’Grady would discuss this with West Sussex Gatwick Port Health, centres for dispersal and the prison service**
  - **Sharmila Nebhrajani would be asked about the potential for charging those making requests**
  - **The issue would be raised via clinical Governance**
- **Noted the Sign Translate pilot**
- **Asked Joe O’Grady to present the Easy Read Proposal at the next South East Coast Group meeting; to agree the approach for taking this forward via the CSU across Sussex if appropriate.**

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#### 3.3 Service Improvement (section 5)

Sara Geater reported that of the 11 actions relating to improving services for all, 6 had been rated as complete and closed, 3 actions were rated as complete but had associated on-going activity and 2 actions were in progress. Reports were also given on the Migrant Communities Health Advocacy Pilot and lesbian, gay, bisexual

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and Trans (LGBT) equalities compliance submission.

**The Committee:**

- **Noted progress against the service improvement action plan and of the Migrant Communities health advocacy pilot**
- **Approved the submission of the LGBT mapping with the following actions:**
  - **Under Q5 in the section 'The Equality Act 2010 and LGBT People' to reflect on how this will be taken forward by GP Consortia.** JO'G
  - **Under Q6a in the section 'NHS Hastings and Rother' to replace 'would suspect' with 'are aware from feedback from the voluntary sector'.** JO'G

#### **4 Items for Information**

##### **4.1 Report from Black History Month event**

The Committee received a report on the East Sussex Minority Ethnic (ESME) Staff Network Black History Month Event held on 22/11/10, together with, an evaluation from delegates who attended the event. Jayne Boyfield recorded her thanks to Joe O'Grady for his input into making the event such a success and informed the Committee that she would welcome future events.

##### **4.2 Staff network recommendations with costings**

The Committee received an update report on the proposals for establishment of a virtual staff equalities network.

#### **5 Minutes of meetings to report to Joint Equality and Diversity Committee (only to be discussed upon request)**

The Committee noted minutes of the following meetings:

##### **5.1 PCTs' Patient and Public Involvement Steering Group 14/12/10**

##### **5.2 Learning and Development Planning and Advisory Group 28/10/10**

#### **6 Any Other Business**

There was no further business.

#### **7 Time and Date of next meeting**

Thursday 14<sup>th</sup> April 2011, 12.00pm - 2.00pm, Meeting Room 2, Bexhill Hospital and S18a, Friars Walk, Lewes (via videoconference)

The meeting finished at 12.20pm.

**Freedom of Information Act:** Those present at the meeting should be aware that their names and designation will be listed in the minutes of this Meeting which may be released to members of the public on request