

**DRAFT**



**NHS LANARKSHIRE  
EQUALITY, DIVERSITY AND SPIRITUALITY COMMITTEE**

**NOTES OF THE MEETING HELD ON TUESDAY 6<sup>th</sup> FEBRUARY 2007 AT 10AM  
IN COMMITTEE ROOM 2, STRATHCLYDE HOSPITAL, MOTHERWELL**

**Present:** Mrs. N. Mahal (Chair)  
Mr. K. Small  
Ms. J. Donaghy  
Ms. H. Sheikh  
Mr. H. Sweeney  
Mr. W. Sutherland

**In Attendance:** Mrs. E. Smith

**ACTION**

**1. Apologies**

Apologies were received from Councillor McAvoy, Councillor McCabe, Paul Wilson, Tim Davison, Lesley Armitage, Roy Watts and Shona Welton.

**2. Minutes of the Previous Meeting**

The Notes of the meeting on 1<sup>st</sup> December 2006 were accepted as a true and accurate record.

**3. Matters Arising**

**a) NHS Lanarkshire Diversity Champions Initiative**

Hina Sheikh tabled a draft job description covering the Diversity Champions role. A meeting has been arranged for 28<sup>th</sup> February 2007 with NHS Tayside and the Scottish Executive to agree the final version. The Committee noted that the confidentiality of information clause on the reverse needed clarification to ensure understanding of “unauthorised person or persons”.

**HS**

Eileen Dinning from UNISON and Zaff Hakim from the STUC are currently arranging a local event for Union Representatives to raise the profile and awareness of the Project. It is anticipated that this will take place by the end of February.

A meeting has been arranged on the 26<sup>th</sup> March 2007 with the Scottish Executive Health Department and NHS Tayside to design the monitoring and evaluation tool for the project.

**HS**

The next step for NHS Lanarkshire is a meeting on the 1<sup>st</sup> March 2007 between the host leads of the pilot groups, i.e. Maternity Services, Community Staffing, Property & Services and Mental Health. **KS / HS**

It is our intention to recruit an initial sixty Diversity Champions during March and April 2007. It is anticipated that training will take place in June, July and August 2007. Following the first Diversity Champions Training Course it is intended to hold a further “Train the Trainer” Course to rectify any area within the Champions Course which may require further modification. A copy of the recruitment advert to be circulated to the Committee once finalised. **HS**

Hina Sheikh to produce a document outlining the Champions Project for Kenny Small for submission to the Area Partnership Forum on the 19<sup>th</sup> February 2007 to raise awareness. **HS/KS**

b) *Spiritual Care*

Kenny Small reported that the Spiritual Care Conference organised by Rev Bob Devenny, Project Manager, on the 16<sup>th</sup> January 2007 was well attended by the chaplains and representatives from other faith groups. The conference was an opportunity to receive feedback on the outcomes from the project and the proposed way forward for the provision of Spiritual Care within NHS Lanarkshire.

The proposal was to have a managed service with a small number of full-time chaplains, substantive part-time chaplains and a cohort of honorary chaplains from other faith communities. It was noted that that national position was a move towards full-time chaplaincy within the NHS, and currently Lanarkshire are the only Board who do not directly employ chaplains. The Financial Framework had been submitted to the CMT on 16<sup>th</sup> December 2006 with a further meeting arranged for 5<sup>th</sup> February 2007.

The next step in the process would be one-to-one meetings with each of the chaplains to discuss the personal implications of the service change. This would be followed by meetings with other faith groups to explain the concept of honorary chaplains. **KS**

It was also noted that Bob Devenny had been in discussion with the SEHD around the service change and concerns raised by the Diocese of Motherwell. Discussion with the Diocese are ongoing.

It was also anticipated that a future event would take place to mark the contributions the chaplains had made within NHS Lanarkshire. **KS**

Hina Sheikh highlighted that National Guidelines have been produced by NES entitled “A *Multi-Faith Resource for Healthcare Staff*” which will be available on the web with copies being circulated to healthcare providers. Non-Executive Directors on the Committee requested access to the NHS Lanarkshire Intranet site. Kenny Small would speak to IT. **KS**

c) *Equal Opportunities Workforce Monitoring*

At the November 2006 Board Meeting a risk had been identified around workforce monitoring. A letter from the Commission for Racial Equality had subsequently been received and a response giving the current position under the specific Duties had been circulated.

The capture of data corporately to allow compliance under the different Duties is problematic within NHS Lanarkshire, and the challenge of full compliance focuses mainly on the limited development of national and local IT systems.

A small working group had been established with HR and IT colleagues to produce a project plan to cover each aspect of the Duties and move us nearer to compliance.

NHS Lanarkshire is currently taking part in an Equal Opportunities Project with the SEHD and the results of this data capture will be fed into the system.

The following steps to raise awareness and move towards compliance were noted:

- Circulation to the Committee of the minimum data set information.
- Kenny Small to discuss issues with Chief Executive.
- The need to raise awareness within the HR community nationally through the Director of Human Resources.
- Regular progress reports to the EDS Committee.
- Topic brought to the Board Meeting in February with a summary for Board Members on issues, risks and measures being taken.

**KS**

It was noted that NHS Lanarkshire had been approached by the ISD to take part in a collaborative working initiative on the collection of Equality and Diversity information from patients. Two areas had been identified and would be monitored to establish the effectiveness of the collection of information. The Chair sought reassurance that NHS Lanarkshire had sufficient resources to participate in the number of SEHD pilots it was involved in.

**HS**

d) *Staff Survey*

Neena Mahal requested information on what action was being taken around results from the staff survey in relation to Dignity at Work and Staff feeling that had been treated fairly. Hugh Sweeney explained that the staff survey results had been broken down to identify pockets of staff where there were issues, and that work was ongoing through the Health and Safety Group, the Modernisation Engagement Group and through action plans within the Divisional Partnership Forums to address this.

The Committee requested that the Staff Survey Results be circulated to EDS Members and that it would be useful if the outcomes were taken to the Board, particularly the Dignity at Work section and other sections relevant to the Committee. Following discussion it was agreed that Hugh Sweeney would speak to the Chairman to include the outcomes of the Staff Survey and action being taken within a future Board Away Day.

**HSw**

#### 4. **Disability Scheme**

The Disability Scheme was published in December 2006. The next step is the creation of a Disability Engagement Group who will look at the Scheme in detail and prioritise key issues. A small working group has been established to move forward the recruitment of members to the group. It is intended to recruit individuals who have generic experience of all disabilities to ensure the group has a strong foundation within the disability community.

Once formed the remit of the Disability Engagement Group will be to look at the three year and one year action plans. Year one will be the creation of baseline priorities and how the action plan will be audited. Community engagement is within year two and it is anticipated that this will be dealt with a Pan-Lanarkshire approach.

The importance of links with the Modernisation Stakeholders Group was also noted. Kenny Small to discuss with Paul Wilson.

**KS**

Neena Mahal questioned the use of the phrase “full impact assessment” generally and within the Disability Scheme as currently Rapid Impact Assessments were being carried out within NHS Lanarkshire. The Rapid Impact Assessment is an initial screening tool to assess whether a Full Impact Assessment is required.

**KS**

It was also requested that an invitation be extended to David Browning, Property and Support Services Manager, to either attend the next meeting of the group or produce an update on the current position in respect of access issues.

**KS**

Disability Scheme to be circulated to the Human Resource Forum and Area Partnership Forum for discussion.

**HS**

#### 5. **Gender Scheme**

Hina Sheikh reported that NHS Lanarkshire had a duty to produce a Gender Equality Scheme and Action Plan by June 2007. A statement of intent must be published by 6<sup>th</sup> April 2007 when the Gender Duty comes into force, with an Equal Pay Statement by 28<sup>th</sup> September 2007.

**HS**

The Committee noted the requirements of the Scheme. When establishing a Gender Equality Scheme, public sector bodies should :

- Prepare and publish a Gender Equality Scheme showing how it intends to fulfil the general and specific duties and setting out gender equality objectives.
- Consult employees, services users, trade unions and others.
- Take account of information gathered and how its policies and practices affect gender equality in the workplace and delivery of service.
- Consider the need to have objectives to address the causes of any gender pay gap.
- Review and revise the scheme at least every three years.
- Report on progress annually.

The Committee requested that a progress report on the development of the Scheme be brought to the April meeting of the Committee.

HS

## 6. Gateway Project

Hina Sheikh confirmed that the first group of Congolese refugees numbering 22 had arrived in North Lanarkshire during January. GPs had been involved at an early stage and no major health issues had been identified. The refugees are being housed in Foregewood, Motherwell.

The second group of 22 refugees had arrived in February and health issues identified were being addressed.

Interpreters and translators had also been involved at an early stage, and an increase in budget provision due to the increased use of the service had been provided.

Details on the arrival of the final group of refugees was awaited.

## 7. Activities Report : Diversity, Equality and Spirituality Development Manager

### *Health Needs Analysis*

Hina Sheikh noted that Duncan Sim from Stirling University is undertaking a Health Needs Analysis Project within the Polish Community on behalf of North Lanarkshire Council and Scottish Enterprise.

### *Mental Health Project*

Hina Sheikh reported that the Mental Health Project to understand the impact of racial abuse on the mental health and well-being of male shopkeepers in Lanarkshire by Sandra Grant was complete with the report expected in the next few months.

## ***Health Bus***

Hina Sheikh reported that Dr. Brian O’Suilleabhain from Public Health was currently looking at how the Health Bus initiative can be mainstreamed within NHS Lanarkshire as the “Big Lottery” funding comes to an end in August 2007.

The Committee requested a report which outlines the outcomes from the initiative and highlights the reasons why communities are experiencing difficulties accessing local services, together with a health needs analysis from the data captured to ensure the Braveheart team can absorb the extra workload. It was noted that the Braveheart team were currently visiting the mosque on a monthly basis.

**HS**

### **8. EDS Strategy & Action Plan 2006/07**

It was proposed and agreed that as we approach the year-end, a summary of progress against the Action Plan 2006/07 would be brought to the next meeting of the group as a substantial agenda item.

**KS**

Outcome of discussions with North and South CHP and the Acute Operating Division to identify their 5 key priorities should be brought to the next meeting of the Committee.

**KS**

### **11. Any Other Competent Business**

No items to report.

**Comment:** Add bullet point – need clarity over external issues eg SEHD workforce issues and internal issues which NHSL has control over

### **12. Date of Next Meeting**

There is currently a review of governance committees ongoing within NHS Lanarkshire and therefore it was felt that it was once again only appropriate to set the date of the next meeting and not the series.

The next meeting will therefore be held on Tuesday 24<sup>th</sup> April 2007 at 10am in the Boardroom, Beckford Street, Hamilton.