



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

**NOTES OF THE MEETING HELD ON TUESDAY 24th APRIL 2007 AT 10AM IN
THE BOARD ROOM, BECKFORD STREET, HAMILTON**

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

In Attendance: Mrs. E. Smith

ACTION

Chairs Report

Neena Mahal reported that a paper would be presented to the Board on 25th April indicating the outcomes from the Governance Committee Review. Following the review Neena confirmed that she would be standing down as Chair of the NHS Lanarkshire Equality, Diversity and Spirituality Committee. The Chair of the Committee would be passed to Hugh Sweeney, Employee Director from the next meeting in June. Neena would continue as a member of the Group.

It was noted that following the review the Committee would move to a quarterly schedule of meetings. Dates of future meetings were circulated and approved.

1. Apologies

Apologies were received from Councillor McAvoy, Councillor McCabe, Alison Graham, Paul Wilson, Tim Davison, and Lesley Armitage.

2. Minutes of the Previous Meeting

The Notes of the meeting on 6th February 2007 were accepted as a true and accurate record.

3. Matters Arising

a) *2006/07 Action Plan Review*

Kenny Small had circulated the EDS Action Plan for 2006/07, which listed Assessment of Progress, prior to the meeting. The Committee went through each point in detail and noted the following comments and items to be carried over to the 2007/08 Action Plan:

Energising the Organisation

- 1.1 To maintain the profile of the EDS Agenda, establish a Management Steering Group as an implementation / delivery group. Kenny Small will chair Steering Group.
- 1.2 Implementation of the Diversity Champions Initiative.
- 1.3 Embed Impact Assessment into the organisation.

Demography and Health

- 2.1/2.2 The appointment of Dr. Armitage will enable further progress to be made informing the targeting of strategies and services once a baseline of health needs assessment is completed. High priority for 2007/08.
- 2.3 Work is progressing in embedding Locality Health Improvement Teams in CHPs and Acute. Joint Health Improvement Planning established with Local Authorities.
- 2.4 Report on the impact of racism on mental health within a specific community group is currently being written up by NRCEMH consultant.

Access and Service Delivery

- 3.1/3.2 PFPI Strategy signed off. Budgets in place and ring-fenced as an annual recurrence. Make engagement process easier and more meaningful and attempt to engage with voluntary agencies in a generic fashion.
- 3.3 Disability Engagement Group and Action Plan established.
- 3.4 New NSHL Website about to be launched. Presentation to the EDS Committee of the Diversity pages once established.
- 3.5 Currently working to mainstream access to effective translating and interpreting services at local level to ensure a proactive service.
- 3.6 The need to revisit and refocus the organisation on providing culturally sensitive options within the Catering Policy was noted. The Committee endorsed the need to take this action forward to ensure that the services we provide both to patients and visitors meet cultural needs.
- 3.7 Review of Spiritual Care Project received in January 2007. Next step is the appointment of Spiritual Care Manager to give focus and implement spiritual care, not just religious care.

Human Resources / Workforce

- 4.1/4.2 Work is progressing but further development is required to meet statutory requirements. The data capture exercise has produced a 13% response to date. Middle manager input is required to encourage staff to complete questionnaires. A small working group has been set up to look at workforce monitoring in relation to EDS.
- 4.3 It was noted that an EDS Development Programme for Managers would be delivered in the current year.
- 4.4 It was noted that KSF was a core competency within the Knowledge Skills Framework. An invitation to be extended to Susan Dunne, Deputy Director of OD to outline the measures in place to support staff to meet competencies. **LS**
- 4.5 Building the Bridges Project, which prepares participants to become community health facilitators is complete. Report will be circulated when available. **HS**

Community Development (including PFPI)

- 5.1 PPF's are progressing. It was noted that linkages should be established between the PPF's and groups such as LEMAG and other potentially excluded communities to help influence and have input into ongoing work.
- 5.2 The Health Bus has been successfully mainstreamed through the Braveheart Teams with budgets established for long-term programmes.

Performance Monitoring and Evaluation

- 6.1 Further development required. Apply equality to Corporate Objectives and look at what evidence should be brought back to the Governance Committee.
- 6.2 Action to feature in 2007/08 Action Plan.

b) Disability Discrimination Act – Access

This item was deferred until a future meeting of the Committee when David Browning would be invited to give a presentation on the current position in regard to access under the DDA for upgrades and new builds.

4. 2007/08 Governance Plan and Action Plan (Focus and Content)

Following the Board Seminar on Friday 20th April 2007 it was noted that the current EDS Committee would move to become a Governance Committee and an EDS Steering Group would be established with responsibility for implementation and delivery of the Action Plan and progress reports to the Governance Committee.

It was agreed that Kenny Small would create an EDS Governance Plan featuring the 5 top priorities for 2007/08 for the EDS Committee, and an EDS Action Plan for the Steering Group which would form the agenda for the group. The Action Plan would be used to monitoring and report back progress to the Governance Committee on implementation of the actions contained in the Plan.

Following discussion key themes were identified for 2007/08 :

- Health Needs Assessment through Public Health.
- Impact Assessment – how to mainstream.
- Influence Service Re-design – new models of care.
- Workforce Monitoring.
- Senior and Middle Management Development.
- Create Gender Scheme.
- Implementation of Disability Scheme.
- Interpretation and Translation Services.
- Performance Management in respect of Governance.
- Ownership across organisation.
- Resources.

5. **Senior Manager Development Training Initiative**

Senior Manager Development Training will run over the summer and was currently targeted at Direct reports to Corporate Management Team, General Managers, Service Managers in Acute, Service Development Managers and Corporate Heads of Departments.

Following discussion the Committee raised the following points :

- Ensure training being delivered meets needs of individuals
- Highlight legal requirements and their responsibilities under the various Acts
- Include Impact Assessment

It was noted that this training could be useful for other groups of staff within the organisation such as AHP, HRF, CMT and Board.

A training event for Trade Unions is currently being looked at to raise awareness of Diversity and Workforce Monitoring.

6. **Equal Opportunities Workforce Monitoring**

Item to be brought back to June meeting. It is anticipated that the timescale for the national HR system would be 2008/09. The Committee discussed and agreed that any support which could be offered from NHS Lanarkshire to assist should be made available.

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

Gender Scheme

Hina Sheikh reported that work was ongoing and they were currently working through the recently published Guidance on the production of a Gender Scheme. A Strategy on the consultation process was also being progressed.

The Draft Gender Scheme to be brought to the next meeting of the Committee on the 19th June for comments before going to the Board Meeting on the 27th June 2007.

HS

Disability Scheme

One of the main actions within the Disability Scheme is the creation of the Disability Engagement Group. The first meeting of this group is planned for June 2007. Work is currently ongoing to increase the number of groups invited to take part in the engagement process. An Action Plan for 2007/08 has been developed.

HS

Diversity Champions Initiative

Hina Sheikh reported that an administrator for the initiative was now in place. Diversity Champion Fayres were scheduled for early May. Training dates had been established for July 2007 and a Champions Launch would be held at a local level following each training event.

Hina was also looking at the possibility of creating a page on the intranet which would list all champions and their contact details, together with a chat page for comments.

Monitoring and evaluation of the scheme is with the SHED with a meeting planned to discuss a toolkit, which could be used in both Lanarkshire and Tayside.

HS

8. **Any Other Competent Business**

Migrant Workers Report

Hina Sheikh reported that a report by North and South Lanarkshire Councils on immigrant communities would be available shortly. Hina would circulate copies to the Committee for information.

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Social Care Services

Hina Sheikh reported that a study had been commissioned in partnership with North and South Lanarkshire Councils to examine the social care services needs of BME communities focussing on the needs of older people.

Commission for Equality and Human Resource Forum

It was noted for information that the new Commission for Equality and Human Resources should be established by November 2007. The new Commission will embrace the Equal Opportunities Commission the Disability Commission and the Commission for Racial Equality.

9. Date of Next Meeting

The date of the next meeting was confirmed as 19th June 2007 at 10am in the Board Room, Beckford Street, Hamilton.

Meetings for the remainder of 2007/08 are confirmed as follows :

- 25th September 2007
- 18th December 2007
- 25th March 2008

All meeting will take place in the Board Room, Beckford Street, Hamilton and will commence at 10am.

Neena Mahal extended her formal thanks to members of the Committee for their support during her chairmanship of the Committee.

Kenny Small extended formal thanks to Neena Mahal for efforts in establishing clarity for the Group.