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

**NOTES OF THE MEETING HELD ON TUESDAY 25th MARCH 2008 AT 10AM IN
THE BOARD ROOM, BECKFORD STREET, HAMILTON**

Present: Mr. H. Sweeney (Chair)
Mr. K. Small
Dr. L. Armitage
Ms. S. Smith
Mr. W. Sutherland
Mrs. S. Welton

In Attendance: Mrs. E. Smith
Rev. R. Devenny, Head of Spiritual Care (Item 3c)
Mrs. S. Dunne, Deputy Director of OD (Item 4)

ACTION

1. Apologies

Apologies were received from Councillor McAvoy, Councillor McCabe, Neena Mahal, Alison Graham, Paul Wilson, Tim Davison, Hina Sheikh, Roy Watts and Josephine Donaghy.

It was noted that discussion had taken place with both North and South Lanarkshire Councils on future representation on the Committee.

2. Minutes of the Previous Meeting

The Notes of the meeting on **18th December 2007** were accepted as a true and accurate record.

3. Matters Arising

a) ***Public Engagement***

Progress had been made with ethnic minority groups such as LEMAG now being represented on both the North and South Public Partnership Forums and Spiritual Care Committees of NHS Lanarkshire.

b) ***EDS Action Plan 2007/08 – Health Needs Assessment***

Kenny Small, Hina Sheikh and Lesley Armitage had met to discuss and agree key priorities for the year. Hina Sheikh to assist Lesley Armitage with up to date ethnicity information within Lanarkshire.

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c) *Spiritual Care Business Case*

The Spiritual Care Business Case was refined following the last meeting and was presented to the CMT on 20th March 2008 as a 2 Phase implementation.

Phase 1 includes the provision of 4 new generic chaplains to enable spiritual care to be integrated into the service – 1 chaplain at each of the 3 Acute hospitals and 1 covering mental health in both acute and community settings. A provision for training is also included in the budget. Phase 1 additional funding amounted to £155,000 and was approved by the CMT. It is anticipated that the new chaplains will be in place by August 2008.

Phase 2 funding is currently pending. Funding of Phase 2, which included provision for a further 4 generic chaplains, amounts to approximately £112,000 additional funds. Following consolidation of the service and monitoring of health benefits, Phase 2 would be submitted to the CMT in approximately 18 months time for approval.

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Implementation of Phase 1 would bring us to approximately 50% of the provision currently in place within other Health Boards in Scotland. Members of the Committee expressed disappointment that Phase 2 had not been approved due to the relatively small amount of funding requested.

It was noted that a new HDL is due in the autumn which would assist in clarifying the national position on the provision of spiritual care. CMT were keen to ensure that spiritual care was embedded at an operational level and not project based.

A monitoring framework to be brought back to the Committee.

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Minutes of the Spiritual Care Committee to be submitted routinely to the Equality Diversity and Spirituality Committee.

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4. **Equality and Diversity Core Dimension within KSF**

Susan Dunne, Deputy Director of Organisational Development, attended the Committee to give an overview of the Equality and Diversity Core Dimension with the Knowledge Skills Framework (KSF).

Each member of staff under Agenda for Change will have KSF post outline (foundation and full) for their position. Equality and Diversity is one of the six core dimension which staff must demonstrate knowledge of within the outlines for their post – there are four levels under each of the core dimension and the majority of staff will fall under Level 1 or Level 2 within the Equality and Diversity Dimension.

The core purpose of KSF is to support the development of individuals in their post to be effective at work and to provide clarity for managers and individuals around requirement for the post and staff development needs.

The six core dimension are :

1. Communications
2. Personal and People Development
3. Health and Safety
4. Service Improvement
5. Quality
6. Equality and Diversity

Together with the 6 core dimensions there is a further 24 other dimension covering more specific elements of posts under the headings of Health and Wellbeing, Estates and Facilities, Information and Knowledge and General. A maximum of 12 dimensions including both core and specific aspects are recommended.

It is anticipated that the Equality and Diversity Core Dimension will raise awareness of what is expected of individuals, encourage managers to assist in the development of knowledge around equality and diversity and support positive behaviours.

It was noted that KSF has now been included as a HEAT Targets and monitoring will commence from April 2008. A monitoring tool has been commissioned to allow statistical reporting to the SGHD in April 2009.

It was suggested that to raise awareness a Board Seminar highlighting the requirements under the KSF would be appropriate.

5. **Terms of Reference – Equality & Diversity Steering Group**

The Terms of Reference of the Equality and Diversity Steering Group were submitted for comment. The role of the group is to mobilise and deliver the corporate agenda through annual action plans, including key area of activity to create the widest possible understanding of equality, diversity and spirituality issues.

The Committee approved the Terms of Reference following the amendment of the first bullet point under Role of the Group to read “*Value diversity and ensure equality of care, treatment and access to services which are appropriate and sensitive to individual needs and eliminate illegal discrimination.*”

Minutes of the EDS Steering Group to be submitted routinely to the Committee.

KS

6. **Update on Governance Plan**

The Governance Plan had been brought to the Committee as it had been updated for the national meeting of Chief Executives. It was agreed that the Governance Plan would be a substantive agenda item for the next meeting looking at both end of year progress for 2007/08 and planning for 2008/09.

ALL

7. **Diversity Website**

The Diversity Website has been created with the financial support of SGHD. The website will be access through Firstport and will contain up to date information for staff and Diversity Champions including interpretation of legislation. It is anticipated there will be a protected entry portal where champions can communicate with each other, share experiences and request assistance from other champions. The proposed launch date is late spring / summer 2008.

A demonstration of the website was proposed for the June meeting of the Committee.

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8. **Workforce Equality Monitoring**

Kenny Small circulated the Workforce Equality Monitoring paper which captures the current position in relation to information held on our database and which has been submitted to the Human Resources Form and CMT.

A Working Group has been established to lead progress against statutory requirements under the following headings :

- Governance
- Monitoring the Workforce
- Monitoring Applications for Employment and Promotion
- Monitoring Applications for Training and Training received
- Monitoring of Performance Appraisal
- Monitoring Disciplinary Action, Grievances and Claims of Harassment
- Monitoring Staff who leave employment

Support from Staff Side and CMT to capture information through engagement forms, notice of change, applications for training, disciplinary, grievance and disputes, performance appraisal and PDP has been agreed.

It was initially anticipated that the workforce information would be included within the Workforce Plan but due to the complexity and volume of information a separate report with links to the Workforce Plan will now be produced.

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9. **Equalities and Planning Directorate of NHS Health Scotland Bulletin**

Launch publicity for the new Directorate was circulated to the Committee. It was felt that more clarity on the support offered to Board from the Directorate was required. Kenny Small to attend a consultation event on 23rd April 2008 and will report back to the Committee.

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10. **Date of Next Meeting**

The date of the next meeting was confirmed as 24th June 2008 at 10am in the Board Room, Beckford Street, Hamilton. Meetings for the remainder of 2008/09 are confirmed as follows :

- 30th September 2008
- 23rd December 2008
- 24th March 2009

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

A new date for the December meeting would be established and circulated **LS**
to the Group.