

**Minutes of the Equality Steering Group
held on Wednesday, 18 February 2015 at 10 am
in the Boardroom, the Cottage**

Present: Pamela Montgomery, Non-Executive Director (Chair)
Alison Irwin, Head of Equality
Hazel Kelso, Health Improvement
Angela Carson, Divisional Accountant, Finance
Doreen Bacon, Bus Svc Modernisation and Gov Mgr
Neil Martin, AD for Modernisation, Reform and Performance, Acute
Sandra Pollock, Equality Support Officer

Item	Discussion	Action
1.	<p>Apologies</p> <p>Karen Jenkins, Governance Management, PCOPS Rebecca Getty, Assistant Director Acute Services Sara Mooney, AD, Human Resources</p> <p>Ms Montgomery welcomed N Martin to the meeting who was attending on behalf of R Getty.</p>	
2.	<p>Minutes of last meeting held on 6 November 2014</p> <p>Minutes of 6 November 2014 were approved and submitted to Trust Board for information.</p>	
3.	<p>Matters Arising from Minutes</p> <p>All matters arising from minutes are tabled on agenda.</p>	
4.	<p>Screening, Consultations and EQIAs</p> <p>Screening</p> <p><u>Screening Outcome Report</u></p> <p>Members were reminded that the Trust has an obligation to publish quarterly reports on the outcomes of its S75 screenings. The report for quarter ending December is now available on the Trust's website at www.northerntrust.hscni.net . This Screening Outcome Report includes the screenings on the Trust's Contingency Plan.</p> <p>Consultations</p> <p><u>Change in Consultation Periods</u></p> <p>A Irwin advised the group that OFMDFM are recommending that public consultation should be for at least 8 weeks – a reduction from 12 weeks. This has not yet been agreed regionally.</p>	

The Equality Commission for NI has advised that if the Trust decided to drop its minimum consultation period to 8 weeks it would have to amend its Equality Scheme and consult on the amendment.


In recent correspondence from the DHSSPS, updated guidance has been provided on Change or Withdrawal of Services. The guidance has been amended to clarify that where consultation has not been possible before a change or withdrawal of service, an eight week consultation should be carried out following the event. The correspondence also referred to the Policy Champions Network, Good Practice Guidelines on Effective Stakeholder Engagement (copy already circulated to steering group members). Within this document there is more emphasis on engagement/consultation at the policy development stage as opposed to adding it on to the end of the process.

5 Training

Equality and Diversity Training Figures

**Staff Trained
Equality & Diversity**

Activity End January 2015



Directorate	Staff Headcount	Number of Staff Trained	Completed Elearning	Previous Percentage	Target by March 2015	Current Percentage
Acute Hospital Services	5222	578	645	20%	50%	23%
Chief Executive	23	3	13	69%	100%	69%
Children's	1841	513	176	35%	50%	37%
Finance	181	19	152	86%	100%	94%
Human Resources	121	23	113	100%	(Already 100%)	
Medical	295	133	110	80%	100%	82%
Mental Health & Disability Services	2231	565	215	33%	50%	35%
Nursing & User Experience	1215	202	15	17%	50%	18%
Planning, Performance Management & Support Services	401	285	123	100%	(Already 100%)	
Primary Care & Community Care for Older People's Services	3417	817	320	32%	50%	33%

Training activity targets for end January 2015 had been circulated to members prior to meeting.

A Irwin advised that a new system for recording staff training has been introduced and as staff are still becoming familiar with the system she is not 100% confident in the figures shown.

N Martin queried if transient Junior Doctors are included in the Headcount detailed in the training table above. A Irwin advised that she did not think they would be but she would check with HR.

A Irwin

Training Targets

P Montgomery commented that targets were improving. Feedback had been received on the new targets suggested as follows.

Directorate	Current %	New Target Set	Proposed Target
Acute	20%	50%	40%
Mental Health and Disability	33%	50%	40%

Karen Jenkins had advised that PCCOPS is confident that their increased target would be met providing the Equality Matters leaflet was finalised and forwarded to them. The Finance Department advised that with the exception of sick leave, maternity leave or secondment their revised target would be met.

Proposed targets for both Acute and Mental Health and Disability directorates were agreed.

Equality Matters Leaflet

This was amended as agreed at the November Equality Steering Group meeting and all steering group members were made aware when finalised and copies issued to those who requested.

A Irwin advised that equality and diversity training is delivered in a number of ways. Staff uptake for each type of training would depend on the levels of staff, for example it is recommended managers attend face to face training.

- Face to face – staff can either attend training organised by Equality Unit or request team training. Sign in sheets provide attendance recording for training database.
- E-learning – can be easily accessed by those who have access to a computer.
- Equality Matters Leaflet – this can be discussed at team meetings. A record of who attended the team meeting can be forwarded to the Equality Unit for recording of training.

Agreed electronic version of leaflet to be forwarded to members of the Equality Steering Group and for cost efficiency directorates felt best option would be to have leaflets printed.

A Irwin

Traveller Cultural Awareness Workshop

S Pollock advised that at a previous steering group meeting the need for traveller cultural awareness was identified and a workshop had been sourced via the Stronger Together Network. This has been arranged for Thursday, 19 February and was delivered by the Safe and Well Project who are lottery funded. The workshop facilitates a maximum of 15 people and was fully booked.

<p>6</p>	<p><u>Ethnic Minorities – Mental Health Toolkit – A Guide for Practitioners</u></p> <p>A Mental Health Toolkit is now available for staff. Geraldine McDonnell, Senior Health Promotion Officer (Suicide Prevention) along with two other members of staff have been trained in cultural competency linked with the production of this toolkit. Training will be delivered to mental health staff and it is anticipated that this will commence in April. The toolkit and press release will be issued to advertise the training.</p>	
<p>7</p>	<p><u>Launch of Good Relations Strategy and proposal for funding</u></p> <p><u>Launch</u></p> <p>P Montgomery advised members that the Good Relations Strategy was launched at the Stronger Together Annual Conference on the 10 February and was very well received.</p> <p>A Irwin commented that the Conference was a fantastic opportunity to launch the Strategy where delegates from all minority ethnic backgrounds, who are very passionate about the work they do, were in attendance. Photographs of the launch together with press release will be in the papers this week.</p> <p><u>Funding</u></p> <p>P Montgomery advised that there was a considerable amount of work now to be done on implementing the actions out of the Good Relations Strategy. Although some actions have no resource implications there are aspects which would require additional resources. Ms Montgomery felt that as some Charitable Trust Funds have a broad scope, the Equality Steering Group should examine whether there is any opportunity to access some funds to kick start the implementation of the Strategy.</p> <p>A Irwin stated that she was happy to draft a proposal for the funding, forward to the Committee and submit on behalf of the Equality Steering group. Initial thoughts for funding would be (a) posters (b) pull up stands (c) ongoing annual event as well as (d) external training for both staff and the voluntary and community organisations that work with us.</p> <p>A Irwin advised that it is also planned to promote good relations as part of the Nursing Conference scheduled for October 2015.</p>	<p>A Irwin</p>



<p>9.</p>	<p>Any other business</p> <p><u>Future of the Equality Steering Group</u></p> <p>P Montgomery suggested that in the context of the governance review it was appropriate to revisit the Equality Steering Group Terms of Reference. In discussion it was noted that the Good Relations Steering Group membership consisted of external representatives who provided expert advice and support. It was suggested that in the context of the review there would be merit in giving consideration as to whether and, if appropriate, how external representation might feed in to the work of the Equality Steering Group.</p> <p>It was agreed that the proposal on the future of the Equality Steering Group would be submitted to the Executive Team for approval.</p> <p><u>Presentation – P Montgomery</u></p> <p>As P Montgomery would be ceasing her position as Non-Executive Director of Trust Board this was her last meeting of the Equality Steering Group. A Irwin presented flowers on behalf of the group and thanked her for her continued support and expert advice.</p> <p>P Montgomery thanked everyone for their best wishes and complimented the group on the work that had been undertaken enabling equality and diversity matters to form part of Trust Board discussion.</p>	<p>A Irwin</p>
<p>10.</p>	<p>Date of Next Meeting</p> <p>No date to be set until Executive team approve proposal on the future of the Equality Steering Group</p>	

MINUTES FORMALLY AGREED & SIGNED OFF BY CHAIR

Signed:*Pamela Montgomery*.....

Date: **5 March 2015**