

DRAFT



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

**NOTES OF THE MEETING HELD ON TUESDAY 23rd MARCH 2010 AT 10AM IN
THE BOARD ROOM, BECKFORD STREET, HAMILTON**

Present: Mrs. S. Smith (Chair)
Ms. G. Bhatti
Rev. R. Devenny
Mrs. N. Mahal
Ms. H. Sheikh
Mr. K. Small
Mr. W. Sutherland
Mrs. S. Welton

In Attendance: Mrs. E. Smith

ACTION

1. Apologies

Apologies were received from Ms. K. McGuigan, Councillor McAvoy, Councillor McCabe, Mr. P. Wilson, Mr. T. Davison and Ms. J. Donaghy.

2. Minutes of the Previous Meeting

The Notes of the meeting on **17th November 2010** were accepted as a true and accurate record.

To facilitate time for discussion on the Single Equality Scheme it was agreed that only brief updates would be received from Hina Sheikh on Equality & Diversity and Bob Devenny on Spiritual Care. Any other items of business would form the basis of the agenda for the next meeting of the Committee scheduled for 22nd June 2010.

3. Single Equality Scheme

At the previous meeting of the Committee in November 2009 the Single Equality Scheme had been given detailed consideration. The purpose of deliberations today were to ensure that the Committee members were in a position to give reassurance at the Board Meeting that due diligence and consideration had been given to the content and scope of the Single Equality Scheme and the associated Action Plan.

Kenneth Small indicated that a Briefing Paper, Executive Summary and an Action Plan would be submitted to the Board on the 24th March 2010 for approval prior to publication on the public website.

The Committee made the following suggestions which they wished incorporated into the final Scheme prior to publication.

Chair & Chief Executive Foreword

Question & Answer Section

- It was felt that the Chair & Chief Executive Foreword should be numbered to make it feel more part of the document – currently felt stand-alone.
- Add text to the foreword to lead onto the Question and Answer Section.
- Ensure that the 9 key themes (headings) are consistent throughout the document and cross referenced, i.e. Q&A section, section 2.5 (Context) and the Action Plan.

Context

- Within section 2.2 include a specific statement to indicate that NHS Lanarkshire is taking the highest standards of legislation and applying it in all areas (values / representing high standard good practice and anticipating what legislative direction should be).
- Ensure the headings in 2.5 are consistent with the Q&A section and the Action Plan.

Section 3 – Equality Strands and Baseline Evidence

- Strengthen text around Social-economic duty and reflect within Action Plan - indicate that we are awaiting further guidance from the Scottish Government.
- Include Mental Health information.
- Ensure Complaints are referred to in the Action Plan, possibly under Area 4 or 5. Ensure it reflects the Patients Rights Bill.
- Ensure that key themes for future work generated through the engagement process are captured within the Action Plan, as it was felt that being in the body of the Scheme could lead to difficulty in monitoring progress against the actions.
- Look at changing the format of the key theme boxes or changing the heading on the boxes to read “What Progress is being Made” or “What we are doing”.

Section 4 – Engagement, Involvement and Participation

- Include developments around the Patients Rights Bill and the Participation Standards which will be monitored by the Scottish Health Council
- Include this within Action Plan.

Section 6 – Workforce Modernisation of NHS Lanarkshire as an Employer

- I was noted that the EDS Governance Committee would receive regular reports to allow them to monitor trends over time.

- Note that the Management Committees within the organisation receive a monthly workforce report.
- It was felt that the Staff Governance Committee could fulfil the monitoring role.
- Ensure that the Equal Pay Statement is included within the Workforce section of the Action Plan.
- Need to be explicit that Local Action Plans will flow from the main Action Plan into Acute and CHP Operating Management Committees.
- Make a link with Socio-economic for future development of the Scheme.

Section 7 – Procurement

- Be explicit where the responsibility for ensuring compliance within the organisation lies.

Section 8 – Reporting, Reviewing and Revising

- Remove date on Page 61.
- Be more explicit within second paragraph of where Senior Staff report to – cross-reference to Organisational Chart (Appendix 6).
- Indicate connections with the operational and delivery arm of the organisation.

Section 10 – Appendices

APPENDIX 1 - ACTION PLAN

General Comments

- Ensure headings tie up with body of Scheme
- Strengthen the detail of the Action Plan

Area 1 – Leadership, Corporate Commitment and Governance

- 1.1 – Note the responsibility of Governance and other Committees with equality as part of their agenda.

Area 2 – Equality & Diversity Impact Assessment

- 2.1 – Lead for Board Papers should be Board Secretary and Corporate Affairs Manager.
- Ensure targets are realistic.

Area 3 – Partnership Working, Engagement and Involvement

- 3.1 – Change Lead to PPF and remove Manager
- 3.1 – Change Lead to Heads of Planning

Area 4 – Care Experience

- 4.2 – Check if we still have mixed sex wards.

- Add section on complaints.

Area 5 – Communications and Accessibility

- 5.2 – Change Lead to Head of Patients Affairs.

Area 6 – Monitoring Data Reporting and Publishing

- 6.2 – Be more specific on responding to workforce data recorded.

Area 7 – Workforce

- Ensure that the actions to ensure compliance with the Equal Pay Statement are included within Workforce.

APPENDIX 2 – EQUALITY LEGISLATION

- Ensure new legislation is included. i.e. Patient Safety Bill and Participation Standards.

APPENDIX 5 – TERMS OF REFERENCE

- Add Shona Welton to the In Attendance list

Committee agreed that the Single Equality Scheme should be presented to the Board indicating that it is a live document supported by the Committee with recommended minor changes to context and presentation.

KS

The need to reinforce and embed the Scheme within the organisation was noted and would be reflected in the work of the Governance Committee and other committees. A full copy of the Scheme would be circulated to Corporate Management Team members for circulation to corporate directorates, management teams and operating management committees.

KS

4. Activities Report : Diversity and Equality Development Manager

Hina Sheikh gave a update of the current position as follows :

- ***Disability Engagement Group*** : Hina circulated a copy of the pictorial questionnaire entitled “How did you find NHS Lanarkshire Hospitals” produced from the NHS Scotland Wayfinding Guidance document 2007 with assistance from Medical Illustration. The questionnaires will be circulated to members of the Disability Engagement Group for distribution through their contacts for completion when visiting Lanarkshire hospitals during April to October 2010 to analysis the patient journey.

Prior to circulation the Committee asked that the Ethnic Monitoring under question 15 be reviewed to include “white”.

HS

- ***ISD Date Collection for Equality & Diversity*** : Hina indicated that NHS Lanarkshire were one of the top performing Boards in Scotland in relation to data capture of ethnicity for inpatient / outpatients. Hina had undertaken site visits to identify any issues staff had with data collection within their areas. Mandatory collection of data and staff training were highlighted by staff in support of this excellent performance.

NES have recognised that this is an area they need to consider and are developing a course on analysing data and how this can be used within the organisation.

The Committee requested a breakdown of the information be included as an agenda item for the next meeting of the Group.

HS

Hina also indicated that ISD had approach NHS Lanarkshire to participate in a pilot exercise with GP services.

- ***QIS Clinical Governance – Equality & Diversity*** : Hina indicated that NHS Lanarkshire had been evaluated at Level 3 for Equality & Diversity.
- ***Equality & Diversity Training:*** The training course is being delivered 4 times a month and is well attended.
- ***Champions Programme*** : Hina reported that releasing staff for 3 days of training was challenging in the current climate. It was noted that staff attending the 4 Champions Training Courses this year will be a mix of NHS Lanarkshire and North Lanarkshire Council employees with a redesign of the Champions pack to meet the needs of all attendees.

It was also noted that North Lanarkshire Council staff would shadow NHS Lanarkshire staff delivering the Champions Train the Trainer course to enable them to develop skills to deliver the course in-house.

- ***Equality and Human Rights Commission Visit to South Lanarkshire Council*** : Kenneth Small and Hina Sheikh will participate in the introductory meeting between the Equality and Human Rights Commission and South Lanarkshire Council scheduled to take place on the 24th March 2010 to look at both statutory and community partnership working.

Activities Report : Head of Spiritual Care

Bob Devenny gave an overview of the progress within Spiritual Care Services and future plans within the service :

- Bob Devenny indicated that Phase 1 of the Business Plan for Spiritual Care in Lanarkshire was now complete. Due to the current economic downturn the timeframe for the implementation of Phase 2 of the Plan

has been extended.

- It was noted that sessional Chaplains will be replaced with a further three directly employed full time Chaplains within the Acute sector – one for each of the acute hospital sites – by 1st April 2010. The next step will be to move community chaplains into direct employment. The Diocese of Motherwell will continue to provide RC Chaplains at the three acute hospital sites.
- The pan-Lanarkshire on-call service will commence at the beginning of April 2010. Initially, Jim Allardyce will mentor the new Chaplains to assist in building skills and confidence in providing on-call services.
- The launch of the Spiritual Care Matters publication is scheduled to take place in early June in conjunction with the University of the West of Scotland who have also developed an on-line programme which could be beneficial to NHS Lanarkshire staff.
- It was noted that the final suggested changes would be incorporated into the Spiritual Care Policy and it would be brought back to the Committee prior to submission to the Board.

6. **Date of Next Meeting**

The next meeting will take place on 22nd June 2010 at 10am in the Board Room, Beckford Street, Hamilton.

Meetings for the remainder of 2010/11 are confirmed as follows :

- 28th September 2010
- 14th December 2010
- 22nd March 2011

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