

Meeting Title: Equality Group	Date: 12th March 2015
Time: 11.00am-1.00pm	Venue: Boardroom, Trust Headquarters

Present:

Geoff Marshall, Senior Human Resources Officer (GM) – Joint chair
Angie Colvin, Corporate Affairs & Membership Manager (AC) – Joint chair
Jodie Hutchinson (nee Rowland), Governance Officer, Elective Care (JR)
Pamela Allen, Governor (PA)
Bob Tunnicliffe, Harrogate Deaf Society (BT)
Andrew Newton, Physical and Sensory Impairment Reference Group (AN)
Christine Thompson, Patient Voice Group (CT)

Minutes: Natasha Wilson, Personal Assistant (NW)

To note: The meeting was not quorate, however it was agreed to discuss items on the agenda but no formal actions would be agreed.

Item	Discussion and Actions captured	Action
1	<p>Apologies and introductions GM and AC welcomed everyone to the meeting.</p> <p>Apologies were received from: Jan Chaplin, Deputy Chief Nurse (JC), John Goss, Access Group Harrogate & District (JG), Brian Quinn, British Humanist Association (BQ), Jovita Jones, Volunteer for Minority Cohesion and Open Country (JJ), Janet Farnhill, Senior Nurse Adult Safeguarding (JFarn), Sarah Hughes, Health Visitor (SH), Dawn Walsh, Strategic Health Facilitator, TEWV (DW), Jim Grebby, Lead Hospital Chaplain (JG), Caroline Reid, Business and Quality Officer, Acute and Cancer Care Directorate (CR) and Jill Foster, Chief Nurse (JF).</p>	
2	<p>Talk by Angie Colvin on Easy Read AC provided an update on easy read work.</p> <p>It had been raised by the PVG that there was lack of easy read information available at HDFT. Therefore AC had spoken with Fiona Tomlinson, Volunteer Coordinator to seek a bank of volunteers who could help with producing easy read information.</p> <p>This had been successful and 9 volunteers had put their names forward, an informal meeting had taken place to discuss easy read and resources such as the ‘easy on the i’ image bank provided by colleagues at Learning Disability Service at Leeds and York Partnership NHS Foundation Trust along with the setup of a dedicated image bank for HDFT. It would be up to the user on what information they would like available and DW is happy to</p>	

	<p>provide support and feedback on easy read information that is required/produced.</p> <p>AC had produced an easy read training guide for the volunteers with links to all of the resources and asked for volunteers to have a go at producing an easy document , e.g. ‘walking your dog’ and a further meeting would be arranged. Once implemented the bank of volunteers would be introduced to the Trust.</p> <p>CT queried what further easy read training was available. AC advised that NW had attended the formal training session however no more dates had been assigned but guidance can be sought from AC, JF and NW along with colleagues at Learning Disability Service at Leeds and York Partnership NHS Foundation Trust to share good practice and learn.</p> <p>The production of easy read information will grow and will continue to be work in progress and eventually all areas can work together to produce easy information.</p> <p>AN queried if there was a national standard for producing easy read information. AC advised that it was not a requirement but information should be balanced for all.</p> <p>BT queried if easy read could be used for letters from consultants to GPs which are copied to the service user. The deaf community often rely on letters to understand their consultations however letters can be difficult to understand and this is a cause of concern. AC advised that it would not be possible to put these letters into easy read as they are letters with detailed medical information for the GP. Service users would need to request a member of staff at the surgery to summarise in lay language taking into account the needs of the individual e.g. deafness.</p>	
<p>3</p>	<p>Minutes of the last meeting held on 19th December 2014 The minutes were agreed as a true and accurate record.</p> <ul style="list-style-type: none"> • Easy read minutes of the meeting on 19th December 2014 These minutes were approved. 	
<p>4</p>	<p>Matters arising:</p> <ul style="list-style-type: none"> • Laminated icons at the bedside JF had provided an update prior to the meeting and advised that all wards and the Emergency Department have these icons available for use. There was a need to follow up if the icons were being used. 	

- **Flagging for the patients with hearing impairment – Jodie Hutchinson**

JH provided an update and advised that the Audiology department were reviewing flagging alongside the Ophthalmology team. The initial thought is to start flagging patients with hearing aids.

Catherine Walsh, Head of Audiology is seeking consent from patients to be flagged and JH will review this with Catherine. A patient will be flagged on the hospital's patient administration system (iCS) and JH is liaising with the medical records department and medical secretaries regarding who will flag the record. Wards will also be involved in the process along with seeking advice from the Ophthalmology team.

Obtaining consent remains the main issue and Catherine Walsh will investigate how this will work when speaking with patients.

BT queried how staff would know if a patient was deaf. JH advised that information would be available on the hospital's Patienttrack system which is viewed by doctors and nurses.

BT asked about the profoundly deaf patient (British sign language user). Flagging is commencing with hearing aid users and as the process develops it will then be possible to look at BSL users.

AN queried the timescale for consent. JH advised that this was still under consideration and it was hoped that consent could be obtained verbally or written. The process was being established within the Elective Care directorate and would need to be extendable to other directorates.

AC advised that JF could provide an update on consent for patients with Learning Disabilities. Consent would be included on the agenda for the next meeting.

NW

- **“Who Am I” information for the HDFT website – Natasha Wilson**

Information now available on the internet site.

- **Changing Places**

GM informed the group that the Trust had been contacted by volunteer campaigners for changing places facilities who

	<p>had provided a brochure with photographs and sample layouts. JC had forwarded a copy to Angela Gillett to use in planning the facility to be provided on site. A copy would be forwarded to AN and DW. The volunteers had indicated there were only 27 hospitals/health care facilities out of a total of 2205 within the country which have changing places facilities.</p> <p>Designating a temporary facility on a ward had been discussed at the Equality Subgroup but due to infection control issues this option is not viable. GM was obtaining information from Directorate representatives to provide a list of all disabled toilets within the hospital and community premises and changing places facilities across the area which would be provided to the main reception and included on the internet site. AN shared concerns over the size of the disabled toilets at the hospital.</p> <ul style="list-style-type: none"> • Update from Planning at June 2015 meeting Angela Gillett's update on planning matters had been confirmed for the June meeting, to provide a more in depth update on future developments, including progress regarding the quiet reflection room and upgrading areas at the front of the District Hospital where the changing places facility would be sited. <p>BT asked for the clarification on the directorates at HDFT. It was agreed to circulate the organisational structure to the group.</p>	<p>GM</p> <p>GM</p> <p>NW</p>
<p>5</p>	<p>Equality Group 2015/16 draft workplan The draft workplan was circulated prior to the meeting which related to the new financial year. The following objectives were further discussed as follows:</p> <ul style="list-style-type: none"> • To receive and review Directorate Equality Action plans would take place at the September meeting. • LD flagging of patient records would be reviewed. • To work to new national standards from 1 April 2015: Workforce Race Equality Standard – this is a new standard for all Trusts. Initial details have been received and data will be collated from staff survey results and staffing data. <p>BT asked about the number of staff with disabilities. GM advised that there are disability questions within the staff</p>	

	<p>survey and staff are asked upon application to HDFT if they have a disability however at this stage not all individuals disclose this information. Upon appointment all staff are required to have a confidential occupational health assessment to determine if a person is able to do the role. When applying for a job, only experience and qualifications are available to managers at shortlisting stage to prevent any discrimination.</p> <p>Equality Delivery System – This standard has been out for several years, but the Trust has chosen not to use it because of the large amount of administrative time that would be involved. If it becomes a mandatory standard the information within the standard would need to be approved by the Equality Group. It would replace the yearly report the Equality Group approves in regards to the Equality Act which is available on the internet. A further update is awaited.</p> <ul style="list-style-type: none"> • SH had requested a focus on the workforce at the last meeting and asked for information on the Two Ticks recruitment standard – and this is a disability standard. 	
<p>6.</p>	<p>Speakers for 2015/16 No further talks are arranged for future meeting, although Angela Gillett will provide a planning update at the next meeting in June.</p> <p>GM suggested that group members or their colleagues may wish to provide short talks about the organisations they represent or the work of the committees of which they are members. GM would provide an email to NW to circulate to the group requesting offers for the 3 remaining meeting this year.</p>	<p>GM/ NW</p>
<p>7.</p>	<p>Feedback from the Equality Subgroup Most items had been already been covered in today’s meeting. GM updated the group on other matters as follows:</p> <ul style="list-style-type: none"> • JC had completed an annual summary of the Equality Group’s work for the Quality and Governance Group, which is the Equality Group’s overseeing body. • Directorates were asked to ensure that action plans are updated. • An issue regarding approach to deafness had been encountered on a Family and Friends Test result. JC had arranged through the Workforce Development department for two Deaf Awareness training events in the year from 1st April. JC will be promoting attendance through the Matron’s meeting. BT had previously attended this training and asked to provide some constructive feedback. GM to send BT the generic email 	<p>GM</p>

	address.	
8.	<p>Any other business</p> <p>AN referred to his concern raised at the last meeting regarding appointments at Ripon hospital. CR will provide an update to the group on the RCH appointment system.</p> <p>AN also shared a concern regarding equipment at Ripon hospital that had broken down and his appointment had been deferred for another 5 months. He queried the time to repair the equipment. JH was aware of a problem and would check if the same item and contact AN directly.</p> <p>Because of AN's general concerns about Ripon hospital AC suggested that he contacted the Ripon Public Governors for further discussion.</p> <p>CT advised there would be ongoing changes to the PVG noticeboard.</p> <p>BT asked about the Quality and Governance Group. GM and AC advised that the group reviews the standards across the Trust and reports to the Board of Directors.</p> <p>BT further queried upon Equality training for staff as raised at the last meeting. GM advised that staff are required to undertake mandatory updates via E Learning and most of these are nationally recognised programmes. At the end of March 2015 a charge was being introduced for the Equality and Diversity training and the Trust were reviewing alternatives. Managers receive monthly reports of training uptake so attendance levels can be monitored and maintained.</p> <p>AN queried if there had been any equality issues raised in the CQC inspection report of November 2013. AC advised that there had been no specific equality issues and all the matters had been actioned at the time.</p>	<p>AC/ CR</p> <p>JH</p>
	<p><i>The next meeting will be held on 16th June 2015 from 11.00 am – 1.00 pm in the Board Room, Trust Headquarters.</i></p>	