

Meeting Title: Equality Group	Date: 16th June 2015
Time: 11.00am-1.00pm	Venue: Boardroom, Trust Headquarters

Present:

Geoff Marshall, Senior Human Resources Officer (GM) – Chair
Pamela Allen, Governor (PA)
Christine Thompson, Patient Voice Group Representative (CT)
John Goss, Access Group Harrogate & District (JG)
Brian Quinn, British Humanist Association (BQ)
Bob Tunnicliffe, Harrogate Deaf Society (BT)
Caroline Reid, Business and Quality Officer, Acute and Cancer Care Directorate (CR)
Angie Colvin, Corporate Affairs & Membership Manager (AC) – part of meeting

In attendance:

Angie Gillett, Planning Manager (AG) – part of meeting

Minutes: Natasha Wilson, Personal Assistant (NW)

Item	Discussion and Actions captured	Action
1.	<p>Apologies and introductions GM welcomed everyone to the meeting and informed the group that Alison Mayfield - Deputy Chief Nurse would chair the meeting going forward, in place of Janet Chaplin, former Deputy Chief Nurse who had since retired from post.</p> <p>Apologies were received from: Dawn Walsh, Strategic Health Facilitator, TEWV (DW), Janet Farnhill, Senior Nurse Adult Safeguarding (JFarn), Jodie Hutchinson, Governance Officer, Elective Care (JR), Andrew Newton, Physical and Sensory Impairment Reference Group (AN), Sarah Hughes, Health Visitor (SH) and Alison Mayfield, Deputy Chief Nurse (AM).</p>	
2.	<p>Minutes of the last meeting held on 12th March 2015 The minutes were agreed as a true and accurate record.</p> <ul style="list-style-type: none"> • Easy read minutes of the meeting on 12th March 2015 These minutes were approved. 	
3.	<p>Matters arising:</p> <ul style="list-style-type: none"> • Laminated bedside icons: eyes and ears – Janet Farnhill GM provided an update on behalf of JFarn. JFarn had emailed areas to check that they were using the icons and most areas had sent confirmation. Unfortunately JFarn does not have the capacity 	

the Equality Group for all planning groups.

- Increasing the size of the Decontamination unit.
- Provision of another MRI Scanner.
- Additional theatre.
- Urgent care model – involving work on the Emergency Department, Elmwood Day Unit, the Clinical Assessment Team and the Orthopaedic Clinic. The changing places facility would be provided within this scheme however it would not be before 2019/20.

GM also felt that it would be useful for paper plans, to be brought to future meetings. The group agreed.

AG

AG provided an update on the Quiet Reflection Room and said that a proposal had been included in the Business Plan with fundraising needs via the new charitable funding route for this facility, as it would always be a lower priority than clinical schemes. The lack of space continued to be an issue however the project and the existing identified location will continue to be pursued. The room at the back of Herriot's restaurant is still available, on a Friday for Muslim Friday prayers.

JG asked AG if she could contact Harrogate Borough Council again about adding a drop kerb on Lancaster Park Road. AG agreed to raise this again.

AG

BT asked about the Trust's long term strategy with regard to attracting more elective admissions and space within the hospital. AG advised that HDFT were looking to further expand the catchment area, which had been included in the 5 year plan. This also involved patients receiving more care at home and preventing unnecessary admissions.

GM thanked AG for her update.

- **Disabled toilet listing – Geoff Marshall**
Information circulated.

GM had received feedback from the York Wheelchair Centre manager, who felt that their facility was up to the standard of a 'Changing Places Facility'. This would be checked against the standards. JG advised there was a disabled toilet in the ED waiting

	<p>area which had been omitted. This would be added.</p> <p>The disabled toilet list will be given to the Main Reception and information would be uploaded to HDFT intranet and internet sites.</p> <p>JG shared his concern that the toilet at Knaresborough Wheelchair Equipment Store had some poorly sited fittings e.g. toilet roll dispenser and grab rails. There was discussion that fittings may be suitable for some users and not others and this needed to be recognised.</p>	<p>NW to upload info.</p> <p>CR to review and feedback.</p>
<p>4.</p>	<p>Equality Group work plan 2015/16 – Geoff Marshall The work plan was approved when AC joined the meeting.</p> <ul style="list-style-type: none"> <p>• Workforce Race Equality Standard To publish information required by July 2015. Information is obtained from sources available to HDFT e.g. National staff survey. GM to bring information to the next meeting in September.</p> <p>• Equality Delivery System There are 18 elements to the standard and these will replace the Equality Group’s yearly report evidencing that we have been meeting our responsibilities under the Equality Act, Information to be gathered and published by 31 January 2016.</p> <p>• Two ticks disability symbol This had been requested by SH at a previous meeting with regard to including more workforce equality items at Equality Group meetings. GM circulated the ‘Disability Symbol User Review Stencil’ submission from November 2014, from which HDFT had been reaccredited for meeting commitments on employing people with disabilities.</p> <p>All disabled applicants who meet the essential criteria for a job vacancy will be shortlisted.</p> <p>BT asked again about the statistics for staff employed at HDFT with a disability. GM reaffirmed his update provided at the last meeting, which had been noted.</p> 	<p>GM to bring info and add to agenda for next meeting.</p>
<p>5.</p>	<p>Speakers for introductory talks – Geoff Marshall No future talks planned and speakers are still required. Jan Chaplin had previously suggested the use of a template for speakers and this would be reviewed.</p> <p>AC suggested inviting an Age UK Stakeholder Governor to a</p>	<p>AC to invite Stakeholder</p>

	<p>future meeting to give a talk. The group agreed.</p> <p>CT suggested inviting members from the West Oaks SEN Specialist School and College to give a talk about children with disabilities.</p> <p>AC also suggested showing ‘Barbara’s Story’, which shows some stories about a lady with dementia, focusing on her healthcare journey and experiences as her dementia advances. The group agreed.</p> <p>Since the meeting CR had advised that there were two stories about patients with learning disabilities and their experiences.</p>	<p>Governor to future meeting.</p> <p>Barbara’s Story to be shown at future meetings.</p>
<p>6.</p>	<p>Feedback from the Equality Subgroup – Geoff Marshall</p> <p>GM provided some feedback on discussions not already covered at this meeting, but most discussions are on the topics which form the Equality Group agenda. .</p>	
<p>7.</p>	<p>Agenda items for the next meeting – All</p> <p>Items for next meeting:</p> <ul style="list-style-type: none"> • Validity/future of the Group • Low attendance at meetings and lack of progression/updates • Work in relation to Hearing Impairments <p>GM would be discussing and raising all concerns with AM at their catch up meeting.</p> <p>CT informed the group that it was her last meeting and Lesley Simpson would attend the meeting going forward. CT suggested that the group should continue to ensure that they have consultation and receive updates from Planning.</p> <p>AC is offering some free sessions for members of HDFT to become Dementia Friends.</p>	<p>Agenda for next meeting.</p> <p>GM to meet with AM.</p>
	<p>The next meeting will be held on:</p> <p>Thursday 10th September 2015 from 11.00 am – 1.00 pm in the Boardroom, Trust HQ.</p>	