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| **Equality and Diversity Committee Meeting– 8th May 3018, 13:30 -15:30** |
| **Minutes of the Equality and Diversity Committee held in the HQ, Gold Suite** |
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| Present |
| Name | Initials | Role  |
| **Melissa Berry**  | MB | Equality & Inclusion Consultant |
| **Samod Billoo** | SB | Unison Equality Officer |
| **Margaret Luce** | ML | Head of patient & Public Involvement & Public Education  |
| **Kemi Muraina** | KM | Inclusion & Recruitment Advisor |
| **Malcom Alexandra** | M | Patients Forum  |
| **Patricia Grealish** | **PG** | Director of People &OD |
| **Akunna Akpan**  | **AA** | Business Manager |
| **Briony Sloper** | BS | Deputy Director of Quality & Nursing  |
| **Beulah**  | **BA** | Patients Forum |
| **Paul Woodrow** |  | Director of Operations, Trust Management |
| **Jane Thomas** |  |  |
| **Chima Chukwu** |  | Resource & Planning Co-ordinator, CE&S Administration |
| **Chris.Randall** |  | Head of Workforce Planning & Information, HR Management |
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| **In attendance**  |
| **Melissa Berry**  | MB | Equality & Inclusion Consultant |
| **Samod Billoo** | SB | Unison Equality Officer |
| **Margaret Luce** | ML | Head of patient & Public Involvement & Public Education  |
| **Kemi Muraina** | KM | Inclusion & Recruitment Advisor |
| **Malcom Alexandra** | MA | Patients Forum  |
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| Apologies  |
| **Patricia Grealish** | **PG** | Director of People &OD |
| **Akunna Akpan**  | **AA** | Business Manager |
| **Briony Sloper** | BS | Deputy Director of Quality & Nursing  |
| **Beulah**  | **BA** | Patients Forum |

1. **Welcome and apologies (EDC18/01)**

* 1. The chair (Melissa Berry) welcomed all to the meeting and noted the apologies that had been received.
1. Declarations of Interest (EDC18/02)
	1. No declarations had been received.
2. **Minutes of the meeting on 9 February 2018 (EDC18/03)**
	1. Melissa Berry explained that due to unforeseen circumstances the employee who had taken notes to draw up minutes for the meeting on 9 February 2018 had suddenly left the Trust.
	2. It was noted therefore that there were not minutes for the meeting on this date.
3. **Matters arising/action log (EDC18/04)**
	1. There were no matters arising.
4. Gender pay report **(EDC18/05)**
	1. MB highlighted the disparity between female and male employees in comparison to other Ambulance Services. Our ‘gender pay gap’ compares favourably to the rest of the NHS and private sector.` There were some discrepancies from Band 7 to Band 8d roles where male employees tend to be in more senior roles. ML added that banding changed at the director level where female employees take on the director role
	2. MB raised the matter of bonuses connected to overtime payment. Discussion of the committee clarified the gap as being associated with when bonuses are made available to staff as an incentive to work overtime shifts. These were times more likely to be taken up by male than female employees. There was general support for looking at how bonus payment could be stopped bearing in mind the need to ensure safe staffing levels.
	3. MA suggested that LAS should look into what other Ambulance services are doing and whether other practices may offer different solutions for LAS.
	4. The gender report is published on the website for easy access.
5. Recruitment Events **(EDC18/06)**
	1. KM gave an overview of Recruitment Events and the positive impact on applications received via the Kennington JCP for (T)EACs and EMD posts. Feedback from these events highlighted the benefits of community engagement as there was a clear lack of understanding of the wealth of roles available at LAS. MB spoke about the advantage of having an iPad at events and how easy and quick it was to email and keep in touch with the interested candidates once their details were registered. MA also suggested that the next line of action could be to visit churches and mosques to engage with and capture more BME candidates for the hard to recruit roles as well as more generally highlighting the work of LAS. It was concluded that the recruitment events should be ongoing and aimed at promoting LAS as an employer.
6. Disability Confident **(EDC18/07)**
	1. MB provided an outline of the Disability Summit she had attended, and updated the Committee on the wide ranging work programmes underway on this subject. It is the intention to use the Disability Confident membership to support reporting on the Workforce Disability Standard next year.
	2. MB confirmed the number and detail of the metrics has not yet been concluded but it was likely that they will be linked to Staff Survey outcomes in a similar way to the WRES.
	3. The Committee heard that LAS are still part of the two ticks’ scheme as well as registered for the Disability Confident Scheme. This Scheme has three levels of commitment: Level 1 disability committed; Level 2 disability employer; Level 3 disability leader. Level 1 commitment sets out that LAS offers inclusive and accessible recruitment, communicates vacancies, offers jobs to disabled people and provides reasonable adjustments to ensure work is accessible and sustainable.
	4. ML commented that LAS has bought the ‘LAS Awareness’ training package but that difficulties with computer security had meant it could not be launched. This is currently being resolved and has been tested by volunteers to ensure that it is accessible on home computers and smart phones. It was concluded that some employees do not declare that they have disability and it is highly likely that participation of disabled employees in our workforce is under reported.

**ACTION**: Disability Standard to be distributed to Committee.

1. Equalities Update **(EDC18/08)**
	1. Discussion took place about Exit Interviews and employees being reluctant to participate when these were conducted by their managers. It was agreed that the Committee would receive an update on the use of Exit Interviews at LAS.
	2. ML suggested that a follow up message should be sent after exit interviews have been completed with a “thank you for your feedback” email.
	3. It was agreed that an updated Equalities Impact Assessment would be published to the Pulse.
	4. The committee discussed observance of Ramadan and it was agreed that SB and MB would ensure information was published to the Pulse.

**ACTION**: Update on the use of Exit Interviews at LAS.

**ACTION**: Equalities Impact Assessment to be published to the Pulse.

**ACTION**: Information on Ramadan to be published to the Pulse.

1. Electronic Patient Care Record **(EDC18/09)**
	1. CR gave a general update on this workstream and further work will be brought to update the committee later this year.
2. Any Other Business **(EDC18/10)**
	1. MB updated the Committee on the arrival Lorna Campbell, Head of Engagement, and explained her role.
3. Meeting Close
	1. The next meeting would take place on 23 July 2018, 12pm to 2pm.

* 1. The meeting closed at 15:16.