**Notes of the BAME Network Group**

**Tuesday 08/08/2017**

**11-13:00 AM Seminar Room Kent and Canterbury Hospital**

**Present:**

Ferenc Inkovics, CRS Team Manager FI

Yvonne Davies, Ward Manager ICU (Deputy Chair) YD

Brenda Asante Clinical Photographer BA

Bruce Campion Smith, Head of Diversity and Inclusion BCS

Jaz Mallan, Head of Strategic Resourcing JM

Tatenda Hwamiridza Resourcing Team Leader TH

**Welcome and Apologies for Absence**

YD welcomed our new member Tatenda Hwanmiridza and everyone to the meeting.

**Apologies**

Chinekwu Davies

Biju Thomas

**Declarations of Interest**

There were no declarations of interests.

**Minutes of the Meetings held 18th July 2017**

Jaz mentioned that her name was wrongly spelt and she had pointed it out to Sue in the minutes of 18th July 2017.

**AGM**

BCS has arranged for the venue and catering. There will be no hot food but the normal conference sandwiches with tea and coffee for arrival, morning and afternoon.

**Who does what?**

Talk - Can Bruce get the topic he needs to speak about at the conference?

Workshop – Bruce and Jaz to organise workshop

**Communications**

Photos will be done by Fiona at communications; Jaz has requested that she pencils the AGM date into her calendar.

BA suggested that staff portraits for some of the members without pictures could be done by MedPhoto in the studio.

It was agreed that Jaz will come out with her title for her position in the network.

**Action**

Formal request for Sarah to take photographs for the conference - CD/YD

JM offered to collate the programme for the conference if CD/ YD provide information.

**Postcard & Pin**

JM discussed quotations for pin. BCS has agreed on funding for 100pcs of pins for £180. In order to order more, he needs funding to be agreed from the steering group. BCS provided budget code for JM to raise a requisition as JM have the company already on Agresso.

BA has made changes with the suggested wording from CD for the postcard. The postcard has been put on hold for now as its awaiting picture. It was also agreed that the postcard can wait until BCS has finalised the twitter, Facebook, and other social media account for the group.

**Action**

JM to raise a requisition for pin

**Website**

FI and BCI showed us the updated version of the website (thank you Ferenc and Bruce). Bruce has added Jaz’s blog to create a fantastic introduction for the group!

**Action**

All staff to send relevant links to FI

FI to arrange for the website to go live

**AOB**

None

**Date of next meeting**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | TIME | KCH Educational centre | Teleconference  QEQM | Teleconference  WHH |
| 12th September | 11-1PM | Tutorial Room | Diabetes Meeting Room  ( St Peters Rd side of the hospital , first floor ) | Child Health Meeting Room Padua Ward |