

**Tuesday 13th February 2018**

**0915 – 1045 AM Tutorial Room, Kent and Canterbury Hospital**

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| **Present** | | |
| Bruce Campion-Smith | Head of Diversity & Inclusion | **BCS** |
| Susan Abbott | Diversity & Inclusions Officer | **SA1** |
| Chinekwu Davies | Consultant Anaesthetist - Chair | **CD** |
| Sandra Le Blanc | Director of Human Resources | **SLB** |
| Manju Banerjee | Clinical Site Manager (QEQM) | **MB** |
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| **Apologies for Absence** | | |
| Ferenc Inkovics | Deputy Head of IT Service Delivery | **FI** |
| Sally Smith  Stella Adegoke | Chief Nurse & Director of Quality  Eye clinic QEQM | **SS**  **SA**  **YD** |
| Yvonne Davis | Ward Manager |  |
| Jazz Mallan | Corporate HR | **JM** |

|  | **Subject** | **Action** |
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| 1 | **Welcome**  CD welcomed everyone to the meeting.  CD on behalf of the BAME Network thanked MB for volunteering to perform some of the secretarial duties for the network. |  |
| 2 | **Declarations of Interests**  There were no declarations of interest |  |
| 3 | **Quorum**  Today there was a quorum – the first time in a few months. |  |
| 4 | **Minutes of the Meeting held on 10th January 2018**  The minutes for last month’s meeting were read and agreed as an accurate record. |  |
| 5 | **BAME Meeting attendance**   * Though it was good that there was a quorum today, it was very disappointing that very few members actually attend the meetings on a regular basis. The reasons behind poor attendance at the monthly BAME meetings were discussed – ranging from general apathy to poor attendance due to work pressures. * SLB advised that she is happy to escalate any issues preventing attendance to the Management Board, but those present felt that until the reasons for the lack of attendance at the BAME meetings is understood that there is no point in taking the matter further. To this end BCS suggested that a BAME staff survey would be beneficial in understanding why members are not participating in the BAME meetings or responding to emails. * BCS also suggested that it might be a good idea to re-circulate the purpose of the group/network and the reasons for the meeting. * It was also discussed that perhaps (due to poor attendance numbers) that a quorate is not required for the meetings and those who do attend will do whatever possible to develop and take matters further on behalf of the group - and ensure these meetings are minuted. Those present felt that no changes should be made at present as it is hoped that membership and attendance will improve once the hospital is no longer under winter pressures and after the forthcoming Conference in May. However, should attendance not improve, then this idea could be discussed at another meeting. | All |
| 6 | **BAME Conference on 17 May 2018**   * Concerns were expressed that there may not be much interest in the forthcoming conference and that the same should be postponed again – having been cancelled last year due to a lack of registered interest. CD advised that several BAME staff members had already booked the day with their managers and would be disappointed if the Conference was postponed again. CD stated that the Conference should not be postponed again and should go ahead as planned, as cancelling or postponing it again would give out the wrong message not only to BAME members but also the Trust. It was agreed that the Conference could be downscaled to a half-day event (1 Speaker instead of 2 or more), rather than completely cancelling it. * A morning Conference starting at 0930 (with Registration & Coffee) ending with Lunch and networking opportunities at 1230 was agreed. * CD is going to arrange for the visiting speaker (We are Stripes), and SLB advised that lunch could be arranged. * BCS suggested that the event should be advertised – and will ensure that the Conference is placed on the BAME website he would also ask that senior staff (such as SLB) mention it in their Blogs. * *Proposed Agenda:*   *0930-1015 Registration & coffee/tea*  *1000-1015 Start of Conference – Welcome and Introduction by CD*  *1015-1115 Question & Answer Panel (comprising of senior Trust Management /Board members)*  *1115-1130 Coffee/Tea break & networking opportunity*  *1130-1215 Speaker (We are Stripes)*  *1215-1230 Summary of the morning to be given – Summariser yet to be decided*  *1230-1430 Lunch and networking/further informal discussions/signing up of new members etc.*   * Q&A Panel members need to be invited to take part – BCS to send out invitations to relevant participants (Chief Nurse, Director of Human Resources, Chair of Board of Non-Executive Director and a male Public Governor) – ensuring diversity on the panel. * Conference programme to be formalised and sent to Trust Communication Team to arrange publicity – SA1 volunteered to do this * Venue for the Conference has been arranged by SA1 in Kent & Canterbury Hospital – most likely to be in the Harvey Hall. * **ACTION**: **BCS -** to ensure Conference is added to website, mentioned in Blogs and send invitations to proposed panel members . * **ACTION: SA1 -** to arrange publicity with communications team * **ACTION: CD –** to arrange “We are Stripes” and outside agencies to attend conference | CD, SLB, BCS, SA1 |
| 7 | **BAME Postcards / Posters**   * Jazz Mallan and team have created the postcards but as yet the group has not seen the final product. Ideally a postcard sample needs to be ready for the next meeting, as these postcards are urgently needed so that they can be added into the Induction Folders given to all new members of staff joining the Trust. CD to contact JM * The postcards could then be made into A3 posters, which could then be put up at the venue used for Trust Inductions. BCS offered to contact Robert Fordham to both add the postcards to the Induction folders and also use the posters if possible when they have been completed . | BCS  SA1 |
| 8 | **BAME Set Objectives for 2018**  After some discussion five objectives were agreed:   * To complete the postcards * Conference to take place as planned on 17/5/18 * Grow and develop the BAME Website * Increase BAME membership * Send a survey out to BAME members – this to be developed in conjunction with Jane Waters   **ACTION: JM -** to produce post cards  **ACTION: SA1-** to produce survey | All |
| 9 | **AOB**   * Staff Survey - It was discussed that the Trust Staff Survey results are out and do not look good. However, insufficient time to discuss further. To be discussed at the next BAME meeting * WRES – Workforce Race Equality Standard - Insufficient time to discuss, so BCS to present and discuss at next meeting * Proposed Development Programme – brief discussion regarding poor response to this. It would appear that the wording of the programme was misunderstood as some members felt that it was not for them to comment as only Bands 4-7 were meant to respond. | BCS |
| 10 | **Next BAME Meeting**   * Tuesday 6th March 2018   0930-1100 am  Seminar Room, Education Centre, Kent & Canterbury Hospital | All |