

**Tuesday 10th April 2018**

**1300-1430 Education Conference Room, Kent and Canterbury Hospital**

**+ Video link to QEQM\***

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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 |
| Ferenc Inkovics | Deputy Head of IT Service Delivery | FI |
| Manju Banerjee\* | Clinical Site Manager (QEQM) | MB |
| Jaz Mallan | Head of Strategic Resourcing | JM |
| Yvonne Davis | Ward Manager, ITU - WHH | YD |
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| **Apologies for Absence** | | |
| Stella Adegoke | Eye Clinic, QEQM | SA |
| Sandra Le Blanc | Director of Human Resources | SLB |
| Sally Smith | Chief Nurse & Director of Quality | SS |
| Bola Odunlami | Eye Clinic WHH | BO |

|  | **Subject** | **Action** |
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| 1 | **Welcome**  CD welcomed everyone to the meeting. |  |
| 2 | **Declarations of Interests**  There were no declarations of interest |  |
| 3 | **Quorum**  CD confirmed that the meeting was quorate (unlike previous month – March 2018) and could go ahead. |  |
| 4 | **Apologies for Absence**  As above |  |
| 5 | **Minutes of the Meeting held on 13 February 2018**  The minutes for February 2018 meeting were read and agreed as an accurate record. |  |
| 6 | **BAME Meeting attendance Survey**   * SA presented the draft BAME Member Survey to the group present. All thanked SA for doing this. The following suggestions were recommended to be added to the survey before distribution:   + *“Thank you for taking part in this short survey”* to be added at the beginning of the survey   + BAME Website link included, but question to ask for ‘comments’ on the website to be added.   + Question about VC (video conference) facilities to be added e.g. *“are you able to access VC facilities on your site*”? This might encourage the use of VC facilities and increase attendance if staff members do not have to travel to different sites for the BAME meetings.   + Also date of response / return of survey to SA to be added to the survey * Survey to be sent to all existing BAME members on 10/4/18. * Discussed that a “Survey Monkey” could be used for the next survey. | SA |
| 7 | **BAME Conference on 17 May 2018**   * **Terminology** - Some discussion around terminology “Seminar” versus “Conference” was raised. It was agreed that as the word “Conference” has been used on the BAME website to promote the forthcoming event, this is the term that should be used. * **Speaker** – CD advised that she has contacted the Director of Diversity & Inclusion for a private company called OATH to talk about the problems of diversity and inclusion in the private sector and how they have managed this. * **Panel** – Invitations to proposed panel members (as discussed in the Meeting on 13/2/18) have been sent by BCS but as yet he has not received any confirmations. BCS will follow up with Panel invitations.   + CD advised that Professor Smith had confirmed with her that he will attend, but cannot come until the end of the Conference due to prior commitments. It was suggested that perhaps Professor Smith could ‘close’ the conference – CD will ascertain and confirm. * **Questions for the Panel** – Discussed how many questions should be raised with the panel. Agreed that we should have more questions than actually required in case the panel cannot answer the proffered questions. Also suggested that the BAME members could be asked to suggest questions in the survey that is being sent to them tomorrow. However, this was vetoed as it was felt that this question in the survey would be ignored. Consequently decided that a separate survey should be sent to BAME members next week (16/4/18) asking them to suggest questions for the panel and to return their questions within 2 weeks.   + Support of existing overseas nurses working as HCAs **–** These nurses need to be supported by Trust to improve their spoken English so that they can start working as nurses. All agreed that this could be put to the panel at the Conference.   + Poor representation of BAME members on Board of Directors **–** Discussed that the Board of Directors is not really reflective of the Trust workforce – either for BAME members or those with a disability. Questions were raised about the way new Board members are recruited and BCS purported that this Trust (like many other Trusts) tends to use traditional and historical methods to recruit (usually via Recruitment Agencies) and as a result an inadvertent bias occurs. Discussed that a strategy should be sought to improve recruitment from a more diverse background – even if the Trust does not employ either a BAME or disabled person, it has at least tried to be inclusive. Again, this could be another question for the Panel? * **Conference Attendance** – All agreed that the conference will go ahead no matter how many people confirm attendance as even one person could make a difference. * **Other Invitees to the Conference** – Suggested that all the Public Governors, Executive and Non-Executive Board, and also the new Chief Executive should be invited to the Conference. BCS will send invitations. * **Staff to be encouraged to attend Conference** – SLB had promised to write to all managers within the Trust to encourage their support in allowing BAME members to attend the conference. None in the meeting were sure if this had already been actioned. CD will contact SLB and confirm/remind. | CD  BCS  SA1 |
| 8 | **BAME Postcards / Posters/Badges**   * **Postcards/Posters** - JM confirmed that the postcard design had not yet been formatted, as she had not received clear directions or relevant photographs to be included. SA1 advised that photographs had been taken by the Trust Communications Team but inadvertently deleted. Further photographs were organised, but only 4 BAME network members were in the picture and as one or two of these (specific) members had left the Trust it was not deemed appropriate to use this photograph. Hence no photographs were forwarded to JD for the postcards.   + JM advised that once the format and photographs were agreed, then raising a requisition to produce the postcards would not be a problem as the funding has already been arranged.   + As Poster cannot be produced in time for the Conference, it was agreed that new photographs should be taken by the Trust Communications Team on the day of the Conference and used for the postcards/posters. * **Badges** – Badges have been made and some have been distributed already. It was decided that the remaining badges should be collected and distributed at the Conference in May. CD will collect badges and bring them to the Conference. | JM  CD |
| 9 | **AOB**   * **WRES – Workforce Race Equality Standard** - Insufficient time to discuss, so BCS to present and discuss at next meeting * **Proposed Development Programme** - 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. JM will endeavour to get further information and ascertain what has happened to this proposed programme and relay the information back. | BCS  JM |
| 10 | **Next BAME Meeting**   * Tuesday 8th May 2018   0930-1100 am  Tutorial Room, Education Centre, Kent & Canterbury Hospital  NB: Video Conference Facilities are available in the room if members wish to link-in instead | All |