**Minutes of the BAME Network Group**

**Tuesday 18th July 2017**

**9-11 AM Conference Room Kent and Canterbury Hospital**

**Present:**

Chinekwu Davies Consultant Anaesthetist (Chair) CD

Yvonne Davies, Ward Manager ICU (Deputy Chair) YD

Jazz Mallan, Head of Strategic Resourcing JM

Odunlami Olasumbo, Ophthalmic Nurse OO

Khalil Shokuhtazch KS

Sally Smith, Deputy Chief Nurse & Head of Quality SS

Ferenc Inkovics, CRS Team Manager FI

Ladan Najafi Clinical Scientist, Head Of Acat LN

Modupe Dosunmu Project Manager MD

Bruce Campion Smith, Head of Diversity and Inclusion BCS

Susan Abbott, Diversity and Inclusion Officer SA1

**Welcome and Apologies for Absence**

CD welcomed everyone to the meeting

**Apologies**

Brenda Asante,

**Declarations of Interest**

There were no declarations of interests.

**Minutes of the Meetings held 20th June 2017**

The minutes of 20th June 2017 were agreed as an accurate record.

**AGM**

It was decided that there would be no voting posts in at this year’s AGM.

The posts have been filled voluntarily and it is hoped that staff will

Stay in post for the next year to help establish the evolving network

CD has engaged Simon Woolley as our main speaker for the AGM and is going to approach a group of BAM E motivating/ mentoring leaders that she is aware of to engage a second speaker.

It was generally agreed that raising awareness of the AGM needs putting into place as soon as possible, flyers and posters can be made. Marketing should be done through the communications team and confirmation of AGM dates and location to be put up on websites.

**Action**

**CD and SA1 to confer on flyers/posters**

 **Postcard & Pin**

Some fabulous work has been done on the postcard it was generally agreed that is just some” tweaking” left to do on it . It was also agreed that we would not rush to finish the postcard for junior doctors starting at the end of July as we had already missed that date.

The pin was fabulous, the group looked at the colouring and agreed that a little “peace green “could make it complete.

**Action**

BA and JM to finalise pin and postcards.

JM to look at costing

CD to suggest alternative wording for postcard

**Website**

FI showed us the website (brilliant, thank you Ferenc) and invited relevant stories, links, and courses to be sent to him.

It was also thought that the BAME website could link up to the diversity and inclusion page as well as the new staff starter page

**Action**

All staff to send relevant links to FI

FI to arrange for the website to go live

BCS to arrange linking website to diversity and inclusion page

CD talked about supporting BAME staff applications for leadership programs, there is a distinct lack of Bands six and seven . we are not getting enough staff onto the different programs, recently that leadership programme only had five applicants of which two were successful, we are a big trust we need to grow our staff to become the biggest best and happiest. It was then discussed how we are going to achieve this, workshops were suggested. Also having timeslots for a presentation on the welcome days for new staff.

To motivate people we should think about setting up a mentoring program.

 **Action**

JM to consider the running of a workshop

Volunteers to come forward as mentors for a BAM E program

JM will talk to Rob about induction days and induction packs

KS brought to the groups attention that a lot of what we were talking about was quite time-consuming, CD agreed that it is time-consuming and we all have heavy workloads it is about time management and sharing load. one of the things we have looked at is videoconferencing into meetings, this would save travel time and we hope more staff will be able to attend by linking in from the site they work at.

MD asked if we have a dedicated communications person BCS explained that we don’t have a dedicated person however we have a very good relationship with the communication teams and we often go to David who is extremely helpful and supportive

BCS posed the question, should send all BAME staff the AGM appointment date 13th of October MD suggested that SS send out email.SA has already sent the communications team a save the date notice .

It was then agreed that SA1 would send the save the date request to all 1000 BAM E staff in the trust but we would ask SS to blog about it to encourage people to register their place

CD gave a clear distinction between the general meeting on 3 October and the AG M meeting on 13 October emphasising that staff should attend 3 October in preparation for the AG M.

At the last meeting an attending member of staff said they would like a PowerPoint that they could show other staff, informing what BAM E is/does. This has been done by the member of staff, however may be BAME members may like to make suggestions about other points that could be added to this Power Point

**Action**

BCS to send everybody PowerPoint for comments.

**AGM**

We need a list of committee posts and a list of names of those that are volunteering to fill them.

CD explained that her second speaker would hopefully be coming from the voluntary organisation called STRIPES. The AGM conference day would start with our main speaker in the morning, breaking out into workshops and groups to look at issues. We would start the afternoon of with our second speaker. Followed by workshops looking at our objectives, how can we meet our objectives and forming an action plan the next 12 months.

BSC would like to talk about the WRES for 20 minutes

 CD would like to end the day with coffee and networking.

**Action**

CD will invite Matthew Kershaw and a non-executive chair to talk/join us

CD. Y D. OO. SA 1 to set up the day’s programme and get it out as quickly as possible

**AOB**

None

**Date of next meeting**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | TIME | KCH Educational centre | TeleconferenceQEQM | TeleconferenceWHH |
| 8TH August | 11-1PM | Seminar room | QEQM Endoscopy Seminar Room | Seminar Room |