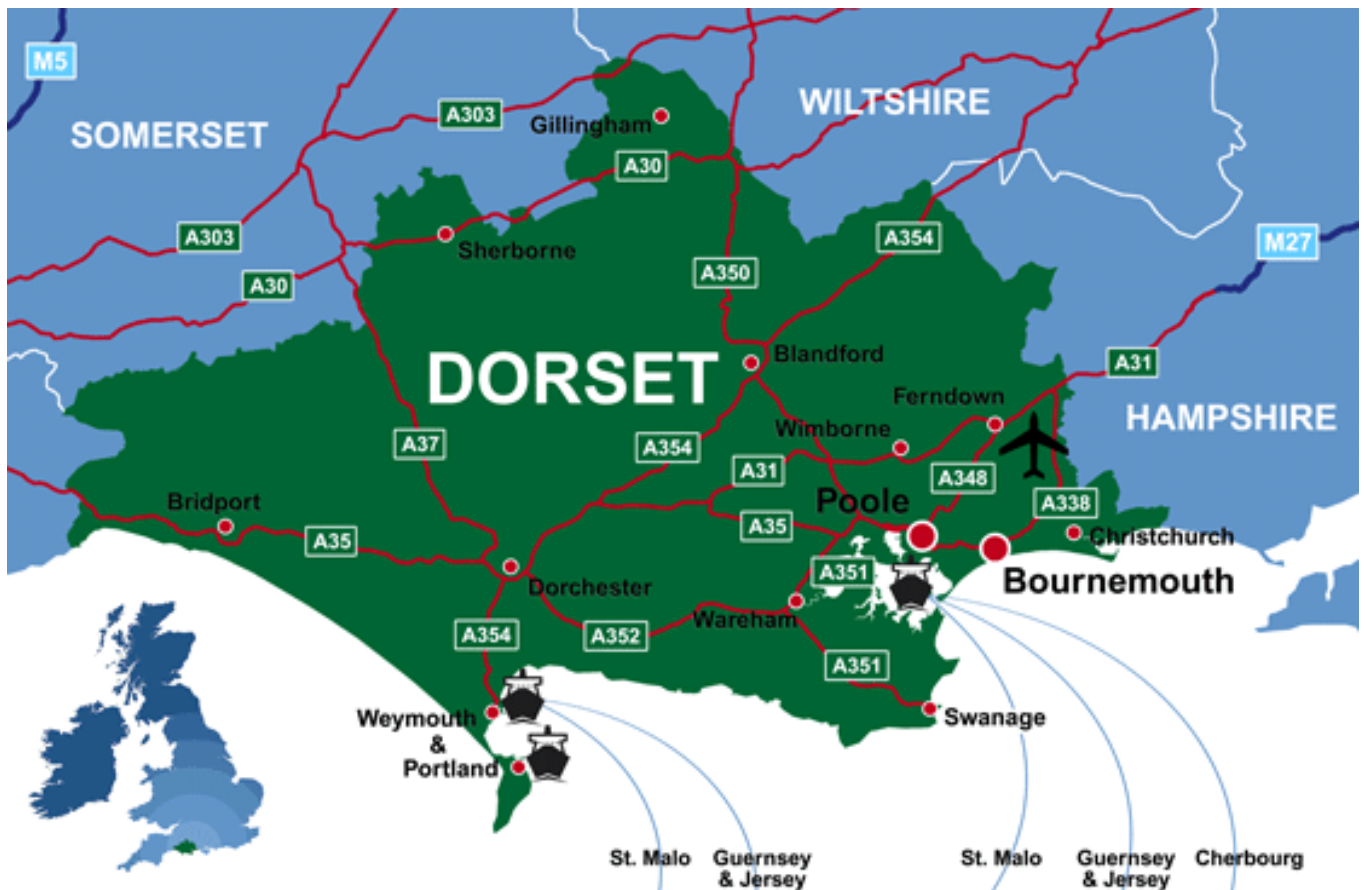


**NHS Equality Delivery System (EDS)
Cluster Meeting – 28 July 2011 (DRAFT)**

Canford House 10am – 12pm



NHS Dorset, Bournemouth and Poole PCT
Dorset HealthCare University NHS Foundation Trust
Dorset County Hospital NHS Foundation Trust
Poole Hospital NHS Foundation Trust
The Royal Bournemouth and Christchurch Hospitals NHS Foundation Trust

CLUSTER MEETING – THURSDAY 28 July 2011

10am – 12pm

MINUTES

The third meeting of the NHS Dorset, Bournemouth and Poole Equality Delivery System (EDS) Cluster took place at Discovery Court, Canford House BH12 4AG.

Present: David Corbin, Equality and Diversity Advisor, DHUFT – Chair (DC)
Bridie Moore, HR Manager, Royal Bournemouth & Christchurch Hospital NHS FT (BM)
Kelly Hyde, Operational HR Services, Dorset County Hospital NHS FT (KH)

Apologies: Marie Cleary, Personnel Department, Poole Hospital NHS FT (MC)
Denise Wooten, Dorset HealthCare University FT (DW)

1. INTRODUCTIONS

Action

1.1 Kelly Hyde was in attendance in place of Hilary Jury who was unavailable due to work commitments.

2. COMMENTS ON MINUTES OF THE PREVIOUS MEETING

2.1 The Minutes were accepted as a true record of the meeting held on 26 May 2011.

3 MATTERS ARISING

Constitution Pledges

These have been drafted and shared with the group. The aim of the pledges will be to re-enforce all the work that is already being completed NHS organisations and that contributes to the Equality Delivery System.

Not to add the organisational work load, but supporting the outcomes and drivers.

It was agreed to share the draft and obtain feedback from the Cluster by the next meeting.

Carried Over

TORs

Guidance has been received from the SHA and should be adopted for the Cluster with the minimum of changes.

Completed and added to the SHA Hub

It has been noted that there are no guidelines on what is Quorate for Cluster meetings.

DC to amend and circulate for comment before the next Cluster meeting.

SHA Guidance

Further guidance material is expected from the SHA in the near future. This is to include guidance on external engagement and consultation, and the production of evidence and setting objectives. These are expected in July 2011.

The final drafts have now been received by the Cluster and will be promoted internally by leads.

Directory

It was agreed that the Directory was a good document but too detailed. The EDS requires something that was local and broken down by Protected Characteristics.

DC gave a verbal update

This will continue to be developed using contacts with local interest groups.

Dorset Links have already shown an interest in developing this further.

Ongoing

Value in membership to external organisations

All groups are seen as being viable depending on costs. DC to look into joint registration as a cluster where relevant.

DHUFT is in the process of completing the WPI. DC to feed back at next meeting DC /KH

Equality South West – costs involved

Mindful Employer – Free to register

Dorset Forum For Equality and Diversity (D FED) – Free in the West of the County. DC to link with KH

Equality and Diversity Forum for Bournemouth and Poole – Free in the East of the Country. BM to look into membership of this group.

BM

Stonewall – £2000.00 per organisation. Something to consider for the future. However it is free to do the Work Place Index.

ALL

Cluster membership

It was agreed that now the funding has been agreed membership of the Cluster should be opened up to other NHS staff that can support the EDS launch events.

Communications
Patient and Public Engagement

External membership will be promoted during the national launch in October. Many partner organisations are preparing to engage and some have had the EDS presentation from the DH in the past.

Funding

The Cluster funding application was successful.

DC

4. LAUNCH EVENTS

4.1

- **Proposed Dates**

- West Dorset – Tuesday 22nd November 2011
- East Dorset – Thursday 24th November 2011

- **Proposed Venues**

- West Dorset – DC to look into booking the Dorford Centre or the Corn Exchange
- East Dorset – DC to look into the Bournemouth Pavilion or a suitable Hotel like the Royal Bath.

DC

- **Timings**

- Events are to last no longer than 2 hours
- The prime time was agreed as being 12 noon – 2pm with a light lunch being provided.

- **Guest Speakers (subject to availability)**

- A representative from the Department of Health
- A representative from the Strategic Health Authority
- Paula Vasco-Knight, CEO at South Devon Healthcare NHS Foundation Trust and the Equality Delivery Council representative for NHS South West.
- CEO or similar from the NHS Cluster

DC

- **Partners**

- DC to approach Dorset Race Equality Council, Access Dorset and Dorset Links to assist with planning
- NHS Diversity Champions and Leads to assist with the meet and greet.
- Other local authorities will be invited to bring a stall
- Booking numbers will need to be strictly controlled and where required restrictions applied to limit numbers attending

DC

- **Programme and Flyers**

- Ideas to be sent to DC before the next Cluster meeting

All

- **Special arrangements**

- Dietary needs must be provided for
- All measures must be taken to ensure the event is as accessible as possible
 - Translators/Interpreters
 - Hearing loops

All

- **Promotion**

- All internal and external methods for promoting the event to the local community should be used. **All**
- An Equality Delivery System pack of material must be made available on the day for all delegates.
- DC to book the SHA EDS promotion banners prior to the event taking place. **DC**

- **Additional comments**

- If any community groups are not represented at the events a smaller localised version will be arranged

All

- **Evaluation**

- There must be a full evaluation of the events carried out and reports sent to the SHA

5. WORK PROGRAMME

- 5.1 Development of the Work Programme continues and the Launch events are seen as the immediate priority

All

6. ANY OTHER BUSINESS

- 6.1 DC shared the final drafts of the following documents:

- Patient data collection information leaflet
- Staff data collection information leaflet
- Data collection sheet

These will be uploaded onto the SW NHS Cluster Hub

6.2 **Concerns raised**

- One lead has said their Trust are not fully supporting the EDS unless it becomes mandatory
- Ongoing difficulties embedding the data collection into processes. This will lead to poor initial grading.
 - Recruitment
 - Staff Records
 - Patient Records
 - PALS
- There is an issue around the capacity of the Equality Leads in Dorset. There is only one full time Equality and Diversity Advisor and all the other roles are part time positions

DC to raise concerns with the SHA

- 7 **Date of Next meeting**
Early Sept 2011 TBC

Signed: -

David Corbin
Equality and Diversity Advisor
Dorset HealthCare University Foundation Trust
Chair