

Equality, Diversity and Inclusion Group

11th October 2016, Mersey A

In attendance: Stevie Agius, Gemma Buston, Ben Dunbar, Amanda Fox, Clare Inkster, Mumtaz Patel, David Short.

Apologies: Bev Miller, Gurpreet Singh.

This was the second formal meeting of the new EDI group. After apologies were noted, we reviewed the revised terms of reference for the group.

We agreed the supplementary points for the ToR which included:

- Rotating Vice Chair.
- Rotating minute taking.
- Members with specific roles should nominate a deputy if they are unable to attend – JD representative, Chair, R&D lead, Data team lead and Integration lead.
- Minimum 70% attendance (so 4 out of first 6 meetings, for example).
- Observers may attend, and after demonstrating 70% attendance, could have option to become full member up to a maximum of 12 members.

We also agreed to include and send the TOR to the Dental group.

We then reviewed the actions from the first meeting and the SMART template has been updated accordingly. New actions are highlighted in blue and then completed ones in green will be taken out after the next meeting.

AOB: Clare updated the group on the Advanced Health Equality and Diversity group. Set up in 2013. Reviewed TOR at recent meeting Clare dialed in. Clare will keep group updated on developments.

Next meeting: 11:00, Tuesday 22nd November 2016, Kinder

Agenda item	Discussion / Action plan	Who will action?	By when?	RAG Rating
LEO and Trust EDI policies	<p>Need to obtain copies for reference</p> <p>Amanda obtained EDI policies from LEO (Pennine and Knowsley) and will put on shared N drive and create EDI folder</p>	Amanda	Next meeting	Green
Advertise existence of group and commitment to EDI to junior doctor population	<p>Add EDI page to NWPGMD website with quick link on home page – done.</p> <p>EDI page set up but not yet live.</p>	Amanda	Next meeting	Green
Identify areas of existing good practice with a view to sharing	<p>Contact Sujesh Bansal re IMG package and discussed further at meeting – CI has met him and discussed his work at the EDI meeting. Sujesh is coming to talk to us at the EDI meeting on the 20/12/16.</p> <p>Agenda item at Schools Board meeting – done.</p> <p>Ask patch AD's to liaise with DME's on good practice initiatives in trusts (trust and programme feedback) – Email sent to ADs.</p> <p>Monitoring visit reports.</p>	<p>Clare</p> <p>Clare</p> <p>Clare</p> <p>Ben</p>	<p>Next meeting</p> <p>Next meeting</p> <p>Next meeting</p> <p>End Oct</p>	<p>Green</p> <p>Green</p> <p>Green</p>
Publicise Human Library project	<p>Report to go on website – done,</p> <p>Email Tara Hewitt to ask if she would consider inviting a junior doctor to help – done.</p> <p>Alert DME at UHSM – done.</p>	<p>Clare / Amanda</p> <p>Clare</p> <p>Clare</p>	<p>By next meeting</p>	Green

LEO and Trust EDI Policies	EDI policies from LEO (Pennine and Knowsley) on shared N drive – EDI folder created for all to read	All	Next Meeting	New
What national demographic data is available?	Find out permissions regarding data from Intrepid as this may be a potentially useful source of information – David looking into and should have more information end of Nov	David	End of November	Amber
Collect EDI experience data	<p>a) Consider utilizing JDAT ARCP survey for adding relevant questions – Gemma has discussed with JDAT team and they decided not to include this in the ARCP survey as the survey is focused on those getting outcome 1s.</p> <p>b) Add EDI as agenda item to JD forum – consider setting up JD EDI group – Gemma will discuss in the AOB for this meeting and then aim to get added as agenda item for subsequent meeting.</p> <p>c) Attend LTFT group – no specific forum and in the process of being set up and will attend and add in as agenda item when set up.</p>	Gemma (supported by Clare and Stevie if necessary)	Report on progress by next meeting	Amber
EDI Webpage	To add in TOR, Agenda and minutes of meetings, Human Library report, GMC/PMETB links to relevant EDI groups and reports. CI to write text for webpage	Amanda / Clare	Next meeting	New
Identify areas of existing good practice with a view to sharing	<p>Sujesh Bansal’s e-learning module to be made available to other trainees. Signpost to trainees. Identify e-learning modules and consider adding to learning agreement. CI to discuss with Jane Mamelok and LEO.</p> <p>Think about developing induction or training pack for ES. CI to liaise with GS to consider running survey at NW level to see if this would be useful.</p>	Clare Clare / Gurpreet	End Nov	New

Identify areas requiring development	Monitoring visit reports – Ben gathering the data.	Ben	End Oct	Amber
	ARCP report for GMC – Been gathering data also for those trainees referred to GMC and under investigation.	Ben	End Oct	Amber
	Ask Barry/Helen whether questions can be added to next year’s LEP/School reports	Clare	Deadline for next year’s reports	Amber
	Consider developing Resource library of training packages; educator development workshop presentations on the EDI website? Clare to discuss with Tracey?	Clare	Next meeting	New
Current research	Complete and publicise DDRG analysis including non-doctor referrals to GMC – MP updated group that her DDRG study has just got ethical approval and study will be commenced in the next few weeks. MP agreed to present preliminary data for Jan/Feb meeting.	Mumtaz / Ben /Stevie	Feb Meeting	Amber
	GMC websites and recent progression research work and reports discussed at meeting. To think how we can evaluate and explore the findings.	All	Next meeting	
Exam pass rates	To obtain data from Colleges – GS not at meeting.	Gurpreet	By next meeting	Red
	HEE NW Quality team recently circulated regional exam data – to review before next meeting	All		
Name campaign pilot	To scope possibility of undertaking in Bolton – contact Lenny St Jean, EDI lead at Bolton – done. Clare and Mumtaz met with Lenny on 4/10/16. Updated group on the meeting. Short survey to circulate to all staff at Bolton about whether staff know their name and	Clare and Mumtaz	Report by next meeting	Amber

	<p>pronounce it correctly. Then planning intervention with posters/ intranet newsletter, discussing with DME/line managers to include in induction and then re-survey.</p> <p>Lenny's work on the Festival of questions discussed and this will be presented during the Spring EDI week. Lenny to present at our next EDI meeting in November.</p>			
Consider longer term plans	Develop mechanism to share good practice – e.g. possibly a hub on website – Bev been on sick leave	Bev	6-12 months	
Inclusion of Dental Team	Share TOR, minutes of meetings with Dental team. Stevie suggested contacting Jane MacFarlane and invite dental team to attend. Clare to email Nicholas Taylor.	Stevie	By next meeting	New
Trainee's experience of ARCP	Gemma developing questionnaire to look at the trainee's experience of the ARCPs.	Gemma / Clare	Update by next meeting	New
Literature Review of EDI work	There is no systematic review of EDI work so Stevie going to do initial literature search.	Stevie	End of December	New

Clare Inkster / Mumtaz Patel 26.10.16