

Equality, Diversity and Inclusion Group

13th September 2016, Lostock B

In attendance: Gemma Buston, Ben Dunbar, Amanda Fox, Clare Inkster, David Short

Apologies: Stevie Agius, Bev Miller, Mumtaz Patel, Gurpreet Singh

This was the inaugural meeting of the new EDI group. After apologies were noted, we reviewed the terms of reference for the group. A discussion followed in which it was decided that we would like to see some flexibility around membership to improve the sense of inclusiveness, whilst retaining a commitment from members.

We agreed that meetings should be held monthly for the first 6 months. Suggestions for supplementary points for the ToR 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 determined that we would take the suggestions to SLT in the absence of Bev Miller.

Further discussions resulted in an initial action plan which we will adapt as time goes on. A SMART template can be found below.

Agenda item	Discussion/Action plan	Who will action?	By when?
LEO and Trust EDI policies	Need to obtain copies for reference	Amanda	Next meeting
What national demographic data is available?	Find out permissions regarding data from Intrepid as this may be a potentially useful source of information.	David	End of November
Collect EDI experience data	<ul style="list-style-type: none"> a) Consider utilizing JDAT ARCP survey for adding relevant questions b) Add EDI as agenda item to JD forum – consider setting up JD EDI group c) Attend LTFT group 	Gemma (Supported by Clare and Stevie if necessary)	Report on progress by next meeting
Advertise existence of group and commitment to EDI to junior doctor population	Add EDI page to NWP GMD website with quick link on home page	Amanda	Next meeting
Identify areas of existing good practice with a view to sharing	Contact Sujesh Bansal re IMG package	Clare	Next meeting
	Agenda item at Schools Board meeting	Clare	Next meeting
	Ask patch AD's to liaise with DME's on good practice initiatives in trusts (trust and programme feedback)	Clare	Next meeting
	Monitoring visit reports	Ben	End Oct
Identify areas requiring development	Monitoring visit reports	Ben	End Oct
	ARCP report for GMC	Ben	End Oct
	Ask Barry/Helen whether questions can be added to next year's LEP/School reports	Clare	Deadline for next year's reports

Current research	Complete and publicise DDRG analysis including non-doctor referrals to GMC	Mumtaz / Ben / Stevie	
Exam pass rates	To obtain data from Colleges	Gurpreet	By next meeting
Publicise Human Library project	Report to go on website	Clare / Amanda	By next meeting
	Email Tara Hewitt to ask if she would consider inviting a junior doctor to help	Clare	
	Alert DME at UHSM	Clare	
Name campaign pilot	To scope possibility of undertaking in Bolton – contact Lenny St Jean, EDI lead at Bolton	Clare and Mumtaz	Report by next meeting
Consider longer term plans	Develop mechanism to share good practice – e.g. possibly a hub on website	Bev	6-12 months

Clare Inkster 21.09.16