

National Ambulance LGBT Network

Friend's House (Room 4), 173-177 Euston Road, London, NW1 2BJ

9th May 2016, 10:30 – 15:00 hrs

Attendees;

Name	Initials	Email
Alistair Gunn	(AG)	alistair.gunn@yas.nhs.uk;
Asmina Islam Chowdhury	(AIC)	asmina.ichowdhury@secamb.nhs.uk;
Angela Rayner	(AR)	angela.rayner@secamb.nhs.uk;
Ann Tobin	(AT)	atobin@nhs.net;
Ben Sargent	(BS)	ben.sargent@neas.nhs.uk;
Hannah Jones	(HJ)	Hannah.Jones@nwas.nhs.uk;
Kirsten Willis	(KW)	kirsten.willis@scas.nhs.uk;
Lee Hyett-Powell	(LHP)	lee.hyett-powell@lond-amb.nhs.uk;
Mike Taylor	(MT)	Michael.Taylor3@swast.nhs.uk;
Paul Fitzgerald	(PF)	paul.fitzgerald@emas.nhs.uk;
Stephanie Adams	(SA)	steph.adams@lond-amb.nhs.uk;
Simon Davies	(SD)	SimonDavies@yas.nhs.uk;
Tom Wing	(TW)	tom.wing@swast.nhs.uk;
Val Nash	(VN)	Val.Nash@swast.nhs.uk;
William Bellamy	(WB)	william.bellamy@secamb.nhs.uk;

Apologies;

Andrew Grief-Page	(AGP)	andrew.grief-page@swast.nhs.uk
Adam Layland	(AL)	Adam.layland@wmas.nhs.uk;
Dominic Gaffney	(DG)	dominic.gaffney@nwas.nhs.uk
David Macklin (Co-Chair)	(DM)	david.macklin@yas.nhs.uk
Geraint Davies (Co-Chair)	(GD)	geraint.davies@secamb.nhs.uk;
James Moore	(JTM)	james.t.moore@wales.nhs.uk
Steven Rudd	(SR)	steven.rudd@eastamb.nhs.uk;
Vincent McCluskey	(VM)	vincent.mccluskey@neas.nhs.uk;

1. Welcome and Introductions

- 1.1. AR opened the meeting and welcomed all present. AR explained that she would be handing over the chairing of the meeting to the new Chair once the results of the election were shared later in the agenda.
- 1.2. AR invited those present to introduce themselves. The group also welcomed HJ deputising for DG and MT. AT joined the meeting via teleconference.

2. Apologies

- 2.1. AR tabled apologies as above. AIC informed the committee that JTM, had advised that at present they were unable to confirm whether they would be able to provide representation on the committee but wished to be kept informed.

3. Minutes, action log and matters arising

- 3.1. The notes of the meeting held on 10th February 2016 were reviewed. AR proposed that they be **agreed** as an accurate record and this was seconded by AG.
- 3.2. Action 1.0 (28/10/2015) Developing the Network – PF advised that he would chase and share the link for the webpage with AIC for circulation to members of the committee. PF also confirmed that he had feedback from Darren Matthews that the page also needed to be an online repository for shared documents.
- 3.3. Action 1.1 (28/10/2015) Developing the Network – All Trusts now have two members except Wales who are unable to confirm membership on any groups with a "singular focus at the current time". It was agreed that this action could now be closed.
- 3.4. Action 1.7 (28/10/2015) Developing the Network - SA advised that JM was currently off work, hence the lack of response. AR advised that SECamb staff had also attended the BRAP unconscious bias training, and we would be able to share materials from the session if required. AIC to share.
- 3.5. Action 5.1 (10/02/2016) Membership of the Network - Unison LGBT committee suggested AGP liaise between the NALGBTN and Unison. Committee agreed that AGP would have a dual role as rep for both SWASFT and Unison on the committee.
- 3.6. Action 7.3 (10/02/2016) Delivery of Key Objectives 2016 - Development of the Trans Toolkit. PF advised that this subgroup was going to be taken forward by himself and MW, however this had been delayed as MW was currently absent from work.
- 3.7. Action 8.2 (10/02/2016) Planning annual conference - 5th August 2017 – PF advised that he would share "Staying Alive" guidance following the meeting for circulation.
- 3.8. Action 8.2 (10/02/2016) Planning annual conference - 5th August 2017 – Action to be covered on the agenda.
- 3.9. Action 9.1 (10/02/2016) Establishing the network – All members of the committee to ensure communications and notes of committee meetings are circulated to their Trust network. It was agreed that this action was ongoing and could now be closed.
- 3.10. Action 9.2 (10/02/2016) Establishing the network – Election of network chair. This item will be covered on the agenda. Action closed.
- 3.11. Action 9.3 (10/02/2016) Establishing the network – Canvassing networks and Trusts for August conference. This item will be covered on the agenda.

3.12. It was agreed that the following actions were now closed; 1.3, 2.2, 6.1, 6.2, 6.3, 7.1, 7.2 and 8.1.

4. Election of Network Chair results

- 4.1. Following discussions, expressions of interest in the post of Chair, Deputy Chair, Co-ordinator and Digital Media Lead were invited. There were two expressions of interest for the role of Chair and this was taken to a vote via Survey Monkey. Results of the election were shared at the meeting with AG being elected by a very small margin. KW was declared Vice Chair.
- 4.2. It was agreed that EMAS would continue in their role providing digital media support to the network and BS and AIC would share the role of the coordinator for the network.

5. Update on delivery of our key objectives – Conference and Branding Task & Finish groups

- 5.1. 5th August Conference Task & Finish Group (T&FG) - AR advised that the subgroup comprising of AR, KW, and WB and AIC had convened twice via teleconference since the February meeting to progress the planning and delivery of the event.
- 5.1.1. The T&FG had discussed the possibility of increasing the number of available places from the current 60 to 90. However, they have had to hold off from increasing the booking due to a lack of response from committee members regarding individual Trust numbers. Sixty places equate to around 5–6 places per Trust, and it was proposed places would be allocated on a first come first served basis.
- 5.1.2. AR confirmed that in line with recommendations from the committee the T&FG were working to secure keynote speakers to focus on LGBT Mental Health and Trans Awareness. Dr Katherine Johnson BSc (Hons) PhD, Assistant Head of Psychology and Psychotherapy at Brighton University, is confirmed to speak on LGBT mental health issues. However, a speaker to cover Transgender awareness had not yet been identified. Stonewall had been approached to assist in this area and the group discussed the cost implications of this. MT and SD advised that they were aware of speakers with Trans history and would share with AIC. HJ and AG also advised that they had contacts which they were able to share.

Action: SD, MT, HJ and AG to share details of potential Transgender keynote speakers with AIC.

Date: 13th May 2016

- 5.1.3. The subgroup outlined that the day would comprise of two keynote speakers and a choice of three workshops for delegates to attend, followed by a Q&A session with the speakers and those delivering the workshops. The subgroup outlined the possible workshop options, and AR circulated a draft agenda for the day and confirmed that two breakout rooms had been booked to accommodate the workshops.

- 5.1.4. Discussions took place and it was agreed that certificates for CPD should be provided for those who attend, and this would be taken up by the T&FG. It was also agreed that the workshops should run twice to allow delegates to attend two of the three sessions and there should be a condensed 50 minute committee meeting following the close of the conference.

Action: Conference T&FG to ensure certificates are preprepared for delegates and amend agenda to reflect feedback.

Date: May / June 2016

- 5.1.5. The subgroup discussed the issues around funding the cost of the conference, and gathering feedback for a nominal cost to be charged in future years. It was agreed that this would be done via an evaluation form to be given to all delegates at the conference. The subgroup had also investigated the possibility of sponsorship from companies as costs were currently being met by SECamb as the host Trust. It was agreed that WB would approach Ferno and Mercedes with regards to sponsorship,

Action: Conference T&FG to develop evaluation forms for delegates.

Action: WB to approach Ferno and Mercedes for sponsorship.

Date: May 2016

- 5.1.6. KW advised that Holding Hands for Equality would possibly be able to produce a video to be played at the conference in return for a stall during lunch and that she would approach SCAS communications team about providing photography and communications support on the day. Photographs and press release would be circulated to Ambulance today, Paramedic Practice Journal along with a draft that can be adapted by Trusts for individual Trusts to use with their own publicising mechanisms. It was agreed that AIC would order the pull up banners using branding developed by the branding Task and Finish Group.

Action: KW to progress the development of a Holding Hands for Equality video to be played at the conference

Action: KW to approach SCAS communications team for comms support on the day, and to produce the press release following the conference for adaption and use by all Trusts.

Action: AIC to order pull up banners using developed branding

Date: May / June 2016

- 5.1.7. AR advised that she would ask GD to invite members of Association of Ambulance Chief Executives (AACE) to attend the conference. AG / KW to approach Tracy Myhill for closing remarks, if not GD would be able to cover as Acting Chief Executive for SECamb.

Action: GD to invite members of AACE to the conference.

Action: AG / KW to approach Tracy Myhill with regards to the closing remarks at the conference.

Date: May / June 2016

- 5.2. Branding Task & Finish group – AG advised that the Branding T&FG had met on 8th April and comprised of AG, PF and Matthew Boocock. AG shared the presentation below, outlining what the group had considered in the development of an identity and brand for the NALGBTN.



- 5.3. The committee discussed the following design elements which had been taken into consideration;

- ❖ Use of Arial 12 font as most easily accessible.
- ❖ Use of Trans* instead of Transgendered to indicate all encompassing.
- ❖ Inclusion of a QR code.
- ❖ No use of “straight allies” as it was felt that “those supporting” covered this.
- ❖ Need for a picture displaying an ambulance to make identification of the network easier.
- ❖ Use of the YAS LGBT Network logo for use by National NHS Ambulance Services and the NALGBTN

- 5.4. The committee agreed a need for contact details to be included in production of leaflets, document wallets etc. It was agreed that two generic nhs.net email addresses would be set up by PF for

- ❖ Chair and Deputy Chair
- ❖ Admin to be accessed by BS and AIC.

Action: PF to arrange for two nhs.net email addresses to be set up as Chair and Admin

Date: May / June 2016

- 5.4.1. AG advised that he was currently looking into costings for the documents wallets and leaflets.

- 5.4.2. The committee congratulated AG and the branding T&FG for the progress made and designs, which they unanimously approved. It was agreed that AG would share the branding template with committee members

Action: AG to share branding template with AIC for circulation to committee.

Date: May / June 2016

- 5.5. Development of a Trans Toolkit – PF advised that this subgroup had been unable to progress due to absence and would be looking to take this forward by the conference, with a draft for circulation in June.

Action: PF to circulate draft Trans Toolkit for comment

Date: June 2016

6. Approving revised Terms of Reference (ToRs)

- 6.1. AR shared the paper accompanying the ToR's. The paper had been drafted by Sue Noyes, then Chair of the National Ambulance Diversity Forum (NADF) and taken to AACE by Tracy Myhill in her role as the incoming chair of the NADF. The ToR's were approved as a subgroup of the NADF, however the question of funding was not discussed and further clarification has been sought by Anna Parry, National Programme Manager.

Action: AIC to update ToR's based on reporting structure set by AACE.

Action: AG and KW to feedback to Tracy Myhill / Anna Parry on the funding requirements and deliverables that the network would provide as a result.

Date: June 2016

- 6.2. AR advised that she would ask that AG and KW were added to the distribution lists for the NADF at the next meeting which is scheduled for June 2016.

Action: AG and KW to be added to NADF distribution list.

Date: May /June 2016

- 6.3. AR and BS advised that they were able to commit to the funding for their respective Trusts. SECamb have funded the network since it's re-launch in July 2015 and would be unable to continue funding on this basis going forward.

7. Newcastle (NEAS) and Brighton (SECamb) Pride

- 7.1. BS invited committee members to join NEAS at Newcastle Pride on Saturday 16th July. NEAS are celebrating achieving 46th in Stonewall Top 100. Committee congratulated NEAS on their achievement.

- 7.2. AR invited committee members to join SECamb at Brighton and Hove Pride on Saturday 6th August, and advised that GD would be inviting all members of AACE to attend. It was advised that we would be using #SecambPride on the day.
- 7.3. BS shared the design for the flag produced by NEAS and agreed to share supplier with AIC. BS also to investigate possibility of getting Clinell wipes for Pride / Conference

Action: BS to share supplier details for Pride flag and to investigate Clinell giveaways.

Date: June 2016

- 7.4. The committee discussed and agreed which of the National Pride events they should support with the outcome that Brighton & Hove and Newcastle were chosen.

8. Next steps

- 8.1. The group agreed the following committee meeting date and venues for 2016/17 and requested that committee members hold the dates;

- ❖ Thursday 3rd November 2016 – LAS, 220 Waterloo Rd, London SE1 8SD
- ❖ Wednesday 8th February 2017 – 14:30, Chesford Grange Kenilworth Warwickshire tbc
- ❖ Thursday 11th May 2017 - LAS, 220 Waterloo Rd, London SE1 8SD
- ❖ Friday 4th August 2017 – Brighton tbc.

9. Any other business

- 9.1. The committee discussed and approved the setup of a twitter handle @NatAmbLGBTUK which will be managed by SA and SD.
- 9.2. It was agreed that AIC would share SECamb IDAHOBiT poster with the group.

Action: AIC to share IDAHOBiT poster with committee members

Date: May 2016

- 9.3. WB advised that the committee had been invited to attend Canal Pride in Amsterdam; unfortunately it fell on the same week as Brighton & Hove Pride.

10. Next meeting

- 10.1. The next meeting will be held on **5th August in Brighton at the close of the conference.**

