



National Ambulance LGBT Network

Full Committee Meeting Notes and Actions 11 May 2017, 10:00 to 15:00 London Ambulance Service Headquarters, Waterloo

Attendees:

Alistair Gunn (Chair)	AG	alistair.gunn@yas.nhs.uk
Kirsten Willis	KW	kirsten.willis@scas.nhs.uk
Ben Sargent (Notes)	BS	ben.sargent@neas.nhs.uk
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Tom Wing	TW	tom.wing@swast.nhs.uk
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Will Bellamy	WB	Will.Bellamy@secamb.nhs.uk
Mark Johns	MJ	Mark.Johns@neas.nhs.uk
Asmina I Chowdhury	AIC	Asmina.IChowdhury@secamb.nhs.uk
Paul Fitzgerald	PF	Paul.Fitzgerald@emas.nhs.uk

Apologies:

Ann Tobin	AT	atobin@nhs.net
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Alan Whitehead	AW	Alan.Whitehead@eastamb.nhs.uk
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Please note that actions are identified in blue text in these notes, with the person allocated to the action shown in bold text.

1. Welcome and Introductions

- 1.1 AG welcomed everyone to London. AG and KW thanked LHP for arranging the room for the meeting and to LAS for the kind hospitality of refreshments and lunch.

2. Apologies

- 2.1. BS tabled apologies as above.

3. Action Log

- 3.1. The Action Log was visited and most of the actions have now been superseded by other activities.
- 3.2. The Action Log was closed and from hereon will be replaced by actions identified in the main meeting notes.

4. Introduction Basecamp

- 4.1. AG introduced *Basecamp* to the group and showed the group how it works. This software provides a shared space for distributing documentation, facilitating discussions and co-ordinating a calendar of events.
- 4.2. All committee members will be getting an email inviting people to set up their own log which will allow access the system [All]. *Basecamp* allows people to add a photo and set up their own preferences, such as how often alerts of updates are sent out.
- 4.3. This will replace email as the main method of communication for the Network.
- 4.4. The calendar can be updated to include all local Pride events. Trust reps are asked to check their local Prides events are and add them to the calendar [All].

5. Trans* Developments

- 5.1. One of our three objectives in the first year was to produce a Trans* Toolkit. This is still on-going as a piece of work but AG wants the group to make this a priority to get the work completed.
- 5.2. MJ has been invited to the group to talk about what NEAS has done with regards to establishing working practices for Trans* with a Trans* policy. MJ explained what work NEAS have undertaken and the engagement that they have been involved in with *BeTransNE*, which is a local stakeholder. This organisation have engaged with NEAS and supported the Trust with their production of training packages and education of staff.
- 5.3. Activities which NEAS have done include:
 - Briefing for staff working with Trans* clients.
 - Lunch and learn sessions with Trans* ambassador from the local stakeholder group.
 - A guide for call takers has been produced on taking calls from Trans* patients.
 - Working on a Trans* Policy and transition guidance for the Trust.
- 5.4. Trans* information and guidance is continually changing and being updated, and the language that is used is constantly being updated and adapted, which can be problematic with producing policy and procedures.
- 5.5. NEAS have produced call taker guidance and information for the contact centre staff.
- 5.6. MJ will share policy and call-taker guidelines but until used in trust unsure how effective it will be or if anything is missing or needs amending [MJ].
- 5.7. What do we need to do from here? Promote the Trans* work which trusts are doing and look to work on the details that can support the trusts that need support to give all trust the tools needed when dealing with Trans* issues.
- 5.8. KW has concerns of how far we need to go? Details to levels of support. This is something that was discussed and will be revisited once work is moving forwards.
- 5.9. BS to share the *Journal of Paramedic Practice* article 'Dealing with Trans* Patients in Pre-hospital Environment' [BS].

- 5.10. PF explained that EMAS have created safe spaces for Trans* patients that need a safe space to go. Community ambulance stations are used and they display the Trans* flag on the door, this is working with the police to ensure fully inclusive support.
- 5.11. LHP explained LAS have produced a badge for each characteristic which staff can wear, staff where this on uniform and creates good positive conversation.
- 5.12. LHP also explained that LAS have got staff to show their preferred pronouns on email signatures which show how they identify and prefer to be addressed.
- 5.13. AG would like half of the next meeting to be allocated to progress and conclude some of the Trans* work, and establish which documentation needs to be in place. This can be a best practice policy, guidance notes and examples of any good practices that are being used.
- 5.14. **Specific actions:**
- AG to look at an agenda for the October with half the time allocated to Trans' issues and capturing good practices [AG].
 - MJ asked to come back for the next meeting [MJ].
 - Steph Meech from SECamb to be approached by AIC to see if she will attend to help advise and Network [AIC].
 - PF to provide an overview of the EMAS 'safe spaces' initiative [PF].
 - LHP to provide a briefing on the LAS badges campaign and example of the email signature template [LHP].

6. Charity Status

- 6.1. AG has been looking at the benefits to being a charity, after this has been suggested in several different forums. Some of the benefits for the Network are being able to claim tax back and to access new funding streams. It appears to be very in depth as a project.
- 6.2. The down falls to this seems to be the work involved and the requirement for a Board of Trustees to be created.
- 6.3. AG asked for the people around the table to offer to research the benefits and pitfalls of achieving charity status and how viable this would be. CB and

DG has agreed to this as an action and to provide a report back to the group with recommendations at a future meeting [CB / DG].

- 6.4. AG has been made aware that there are a lot of funding opportunities with grants and sponsorship that are only available to charities.
- 6.5. AG has given all collected documentation to CB and DG for reviewing as a start.

7. Inclusion of Private Providers / External Bodies

- 7.1. AG opened up the discussion. The conversation started by advising initially the Network was set up by, and for, the eleven NHS Ambulance Trust staff networks to be able to work together.
- 7.2. National Ambulance Diversity Forum has advised they don't think the group should be opening up to private organisations. They are happy for the group to have partnership working with the private sector but the core business of the group should remain as NHS Ambulance Trusts.
- 7.3. BS to inform all UK universities offering student paramedic course, that student paramedics can attend the conference [BS].
- 7.4. This will be added to agenda for next meeting to discuss partnership with other organisations and how in future years we can open up places to the conference and other such events.

8. 'We Are Gay History' Project

- 8.1. This has been greatly received by all the NHS Ambulance Trusts and highly praised by Association of Ambulance Chief Executives (AACE). A big thank you to everyone who opened up to write the personal accounts in the initial document.
- 8.2. From discussions around the table most Trusts are planning to use the document for IDAHOBIT Day on 17 May.
- 8.3. The Networks plans to grow and expand this document in future years, as personal stories are a powerful resource.
- 8.4. AG has asked that other NALGBT committee members consider contributing a story and that all Trusts encourage staff to come forwards with their personal experiences [All].

9. Website Development

- 9.1. AG gave an update on the website, where we are at and what work is currently underway. The site is being built in stages and the hope is the initial website will be launched at the conference on 4 August 2017.
- 9.2. AACE have suggested the Network can include their logo on the website.
- 9.3. To make this project a success the website needs to be able to signpost to local information in each NHS Ambulance Trust. This will include local LGBT Network information and other support mechanisms. To achieve consistency guidance is being put together to support each Trust to get the information ready.
- 9.4. AG is to send out guidance information to committee members, Diversity and Inclusion Leads. Tracy Myhill (Chief Executive of Welsh Ambulance Service) has agreed to canvass support from other Chief Executives and get support for this initiative [AG / Tracy Myhill]
- 9.5. A target date of 17 July 2017 has been suggested for all Trusts to have their local information ready and this will assist with the launch of the website at the conference.

10. Conference 2017

- 10.1. KW introduced the work completed around the conference.
- 10.2. Actions from the last meeting are still outstanding with some challenges.
- 10.3. KW to contact Tracy Myhill to confirm that AACE has agreed to fund £1,000 from each Trust [KW].
- 10.4. We are trying to get £15,000 to cover the cost of the conference and future work and so sponsorship is still required to meet the shortfall.
- 10.5. Reviewed the feedback – reduce the time of initial keynote speeches would allow everyone to go to all of the three workshop sessions.
- 10.6. The subjects are to be:
 - Mental health and LGBT staff.
 - The need of older LGBT patients.
 - Promoting dignity and respect in the workforce (this would lead into stopping the banter as our campaign next year).

- 10.7. Workshops: MT to do one on PTSD, VN to do one on Making Every Contact Count (MECC). KW to make contact to confirm the content and structure of these workshops [KW].
- 10.8. AG brought to the table a short play entitled 'The Purple List' – a gay dementia venture, about a gay male, accessing services when diagnosed with dementia. This could cost around £1,000 for the performance but AG to negotiate the price and will try to find a venue to preview the play [AG].
- 10.9. KW had been to a talk by Ruth Hunt, a link will be sent to BS to send out for the talk that she attended and it shows the question the KW asked at the end of the presentation. KW is currently in discussion about them coming to talk to us about dignity and respect at work.
- 10.10. AIC had attended a talk about PTSD after a bombing he was a police officer. It has been discussed if this would be suitable.
- 10.11. La-Chan Lindsay suggested as a speaker. She set up the staff network within GEE, a worldwide organisation and is recognised for changing culture. KW to approach and discuss the options of keynote speaking [KW].
- 10.12. Sir Ian McKellen has been invited to talk at the conference. Awaiting an answer to see if he can attend.
- 10.13. BEANS training – SECAMB use her for equality training, KW to explore.
- 10.14. KW to discuss with Mohammed Jogi from NHS England the new standards coming in and if this would be something that works within the conference and if it would fit as a workshop.
- 10.15. LGBT end-of-life care – Marie Currie with Nottingham University have a project 'Hiding Who I Am' on-going. This was discussed as a possible theme but deemed not suitable given the other difficult topics being covered.
- 10.16. Dan Robertson from Employers Network should be contacted about the requirements of dignity and respect. AIC to contact about options [AIC].
- 10.17. KW to approach NHS Leadership Academy for a speaker on dignity and respect [KW].
- 10.18. Sponsorship update – AIC had a verbal agreement for £1,000 from Cardiac Science. KW has contacted a large amount of people, Skoda asked us to go locally, WB to contact them in the local area. No one else has come back to the group yet.

- 10.19. Going with one conference freebee rather than giving loads of items from each Trust.
- 10.20. KW to send the letter for sponsorship to BS to be sent out [KW / BS]
- 10.21. SP Services have indicated they will fund some lanyards for the conference. Unison have also indicated they are willing to sponsor the event.
- 10.22. WB to contact all local pharmaceutical companies to see if he can get any funding [WB].
- 10.23. AIC to approach several of their new suppliers for sponsorship [AIC].
- 10.24. All group members have been asked to contact large companies within their own area to see if they would support the conference with sponsorship [All].
- 10.25. AG is confirming the funding / payment details with Tracy Myhill – in the meantime all invoices should be directed to KW and AG.
- 10.26. Promotional invitation / flyer will be confirmed and sent out to everyone to distribute within their own Trusts. Everyone is asked to promote the fact registration for the conference will begin on 1 June 2017. AG to update and distribute the invitation / flyer [AG].
- 10.27. Where and when should the 2018 conference be held? Suggested asking a question on the feedback form at the end of the conference.

11. Setting Up Task and Finish Groups

- 11.1. Needs setting up in the next month to finalise details of the conference. KW with AG to confirm dates [KW / AG].

12. Any Other Business

- 12.1. UK Pride is taking place in Hull on 22 July 2017. YAS are inviting people to march in the parade alongside their own staff. Marc Almond is headlining the music event that follows the parade.
- 12.2. It was noted that 22 July 2017 is also the date for Newcastle Pride.

13. Next Meeting

- 13.1. The next meeting will be held 19 October 2017 – 10:30 to 15:00.
The venue will be North East Ambulance Service Headquarters, Moongate House, Gateshead.