

**Action Notes from the Equality and Diversity Steering Group
Tuesday 19 July 2016, 11.00-12.30pm in room 2.03**

	Sarah Whittle (SW) – Chair, Ruth Nutbrown (RNB), Gov Bhogal (GB), Nigel Parkes (NP), Helen Wyatt (HW), Emma Charnock (EC), Rebecca Atchinson (RA), Sarah Lever (SL), Peter Smith (PS), Elaine Barnes (EB)	
1.	Apologies:	
	Kate Tuffnell and Rachel Garrison – Deputies were present	
2.	Conflicts of Interests	
	None	
3.	Notes from previous meeting	
	agreed	
4.	Introduction Ruth Nutbrown	
	SW introduced RNB Ruth will be taking over the lead for Equality & Diversity and will be the main point of contact for Equality & diversity officer.	RNB/EB
5.	Equality and Diversity Work plan	SAW
	<p>a) EDS 2 The steering group were disappointed to hear that the CCG are behind with its legal duty as the ESD2 assessment is out of date. EDS2 must be completed as part of the PSED, The EDS2 is a self-assessment against the delivery of the CCG. The equality act 2010 requires a yearly self-assessment. This assessment should have been completed previously and put on the website. The meeting agreed that this work should be completed by the end of September and the website be brought up to date with the refreshed assessment. PS asked EB to share examples of information from other CCGs for the EDS2</p> <p>Forward Agenda item for September E&D SG</p> <p>b) Corporate Assurance Report EB agreed to feedback items to be included in the Report. Information needed to be forwarded to SW by 22nd July 2016.</p> <p>HW offered inputs around engagement work within specific communities and agreed to feedback for the report.</p> <p>Rebecca Atchinson offered inputs around healthy aging, the BME perinatal mental health project and the deaf group.</p> <p>c) WRES: SL updated the meeting in respect of TRFT who are compliant with the WRES. A paper is understood to be going to TRFT board this week which will provide assurance. The paper covered 4 areas of compliance:</p> <ul style="list-style-type: none"> • Accessible Information Standard • WRES 	<p>Action</p> <p>EB EB</p> <p>EB</p> <p>EB</p> <p>HW</p> <p>RA</p>

	<ul style="list-style-type: none"> • Confirmation of EDS2 • Annual Report 15/16 <p>EB challenged this saying that the CCG should receive the WRES directly not a compliance statement.</p> <p>EB informed the meeting that RDaSH is compliant.</p> <p>d) EIA's: Discussion around whether EIA's were being completed for all projects. Specifics around the mental health service transformation and community transformation perfect locality, this could have been completed through RMBC. HW agreed to check.</p> <p>RN to take forward a re-launch of EIA's.</p> <p>EIA's are part of the project management toolkit.</p> <p>e) Complaints, patient experience and engagement: HW fed back the issues with the data from RFT, discussion around using the friends and family test information from RFT.</p> <p>HW agreed to work with EB on this, the data needs to be rationalised due to volume.</p> <p>f) Overarching E&D group: There is no overarching E&D group within Rotherham. Discussion includes queries around REMA, faith groups, disability groups etc. and whether VAR has a role in this. RA agreed to speak to Zafa an officer at RMBC</p> <p>HW agreed to look at the possibilities of developing a group, although TRFT and RDaSH would need to come on board to make it worthwhile.</p> <p>g) Staff training: MAST This is reported quarterly, within the Corporate Assurance Report. The equality data is collected through ESR annually, a check of peoples data for the RES is required this year.</p> <p>Training is managed in house, but needs to be reported though the central HR team.</p>	<p>HW</p> <p>RNB</p> <p>HW/EB</p> <p>RA</p> <p>HW</p> <p>PS/EB</p> <p>RNB/PS</p>
6.	Accessible information standard	
	Accessible information standard: HW discussed information compliance with optometrists and pharmacists and RFT accessing interpreters for BSL. HW is trying to make contact with RFT to escalate. SL offered assistance.	HW/SL
7.	Any Other Business	All
	None	
8.	Items / Risks for Escalation	SAW
	None	
9.	Date and Time of Next Meeting	
	September TBA	EB



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