

MINUTES OF EQUALITY & DIVERSITY STEERING GROUP

Date: 20th July 2018

Venue: Room 2:03, Oak House, Rotherham

Present: Mrs Kath Henderson, Lay Member, RCCG (Chairing)

Alison Hague, Corporate Services Manager, RCCG

Helen Wyatt, Patient and Public Engagement Manager, RCCG

Govinder Bhogal, Pharmacist, RCCG Peter Smith, HR Manager, RCCG

Quorum: A minimum of 4 members across at least 3 teams.

The Chair noted that the meeting was not quorate, however it was agreed that the meeting should go ahead as no formal decisions were required and the group could continue to progress work in relation to E&D activity.

No. Item Action:

1. Apologies

Lydia George, Kate Tufnell, Rebecca Chadburn, Dr Russell Brynes

2. Conflicts of Interest

There were no conflicts of interest raised at the meeting.

3. Notes from Previous Meeting and Action Log

Notes of the previous meeting held on 18th May 2018 were agreed as a correct record.

4. EIA Process/Form

Helen Wyatt/Alison Hague explained that following feedback from staff the EIA/Engagement form which was adopted at Governing Body on the 7th February 2018 has been revised. The content of the form still remains the same only duplication has been removed. E&D Steering Group recommends to adopt the revised form and asks OE to review.

Action: EIA/Engagement Form Revision to go to OE

HW/AH

5. Completed EIA's for Review

The E&D Steering Group reviewed the completed Equality Impact/Engagement Assessments.

Conditions for Which over the counter items should not routinely be prescribed in primary care

NHS England (NHSE) released guidance in March 2018. The guidance is to support CCGs to fulfil their duties around appropriate use of resources. By reducing spend on treating conditions that are self-limiting or which lend

No. Item Action:

themselves to self-care, or on items for which there is little evidence of clinical effectiveness, these resources can be used for other higher priority areas that have a greater impact for patients, support improvements in services and/or deliver transformation that will ensure the long term sustainability of the NHS. NHS England has already undertaken a consultation exercise. Links are available via NHSE website.

The group discussed the EIA and Engagement Assessment Form and supported the content.

GP Direct Access Diagnostics Service - Rotherham Community Health Centre

A paper was discussed at Governing Body in July 2018 on Rotherham Diagnostics Service.

In 2008 a service for the provision of diagnostics was set up and following procurement the contract was awarded to Care UK. This service complimented the already well-established diagnostic provision at The Rotherham NHS Foundation Trust (TRFT). Care UK delivered this service until September 2017 when they served notice and handed the contract back to RCCG.

The Contract was novated to TRFT and commenced for a one year period on 1st October 2017, this is due to cease on 30th September 2018.

It was noted at Governing Body that the Equality Impact Assessment of the proposed changes was being finalised. Governing Body requested that the Equality and Diversity Steering Group review the Equality Impact Assessment.

The Group reviewed the form and feedback was as follows:-

- Section 7 Car Parking TRFT are currently reviewing their car parking policy. Members felt that this was not a solution as the space adjacent to the main entrance was space limiting. Helen Wyatt informed the group that the public feedback said that there is not enough space at the front of the building and there would be a considerable walking distance to the service.
- Section 5 Level of service change It was felt that the level of service change needs to be no more than a category 2.
- Helen Wyatt informed the group that she is seeking permission from TRFT to go into the Health Centre to seek the views of the public using the service and also at the TRFT site as this would increase numbers attending the site. Demographics used will be age, disability and ethnicity.
- Section 2 Impact the group felt this wasn't answered fully enough.
 Helen Wyatt offered to support the completion of this section.
- Section 3 to include consultation with TRFT through Helen Wyatt.
- Step 5 Helen Wyatt to support the completion.

Mrs Henderson thanked members and asked that the revised EIA be brought back to this meeting for further consideration. Mrs Henderson would inform Governing Body that further work is required on the EIA/Engagement Assessment Form.

Action: Helen Wyatt to support in the completion of the EIA. Mrs Kath Henderson to report back to Governing Body on progress.

RCCG – Annual and Special Leave Policy EIA and Recruitment and Section Policy EIA

Peter Smith reported that both policies have been through the governance

HW

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process and supported.

The Group supported both the EIA assessments.

6. E&D Objectives Review

Will be discussed at the next meeting.

7. Rotherham Compact

The Rotherham Compact is an agreement between public sector organisations who are members of the Rotherham Together Partnership and voluntary and community organisations in Rotherham. It sets out commitments on both sides to improve the way in which public organisations and the Voluntary and Community Sector work together for the benefit of communities and citizens.

It is unclear as to whether the CCG are using the compact as an active document, therefore the group is asked to review the compact agreements shown in the spreadsheet and provide feedback on to Ruth Nutbrown.

Action: All to review the spreadsheet and send comment to Ruth Nutbrown

ALL

8. E&D Action Plan - Update

The Group noted the update.

9. Any Other Business

There was no other business discussed.

9. Items / Risks for Escalation

EIA/Engagement Assessment Form – Diagnostic Services – Feedback to Governing Body.

KH

EIA Engagement Assessment Form – Revised version – To go to OE for review.

HW/AH

10. Date and Time of Next Meeting

20th September 2018, 1.30 – 2.30, Willow Room 2:03, Oak House, Rotherham