

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 18 th 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 7 th 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. <u>Conditions for Which over the counter items should not routinely be prescribed in primary care</u> 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	

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

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

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.

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

- HW

KH

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

Peter Smith reported that both policies have been through the governance

No.	Item	Action:
	<p>process and supported.</p> <p>The Group supported both the EIA assessments.</p>	
6.	E&D Objectives Review	
	Will be discussed at the next meeting.	
7.	Rotherham Compact	
	<p>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.</p> <p>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.</p> <p>Action: All to review the spreadsheet and send comment to Ruth Nutbrown</p>	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	
	20 th September 2018, 1.30 – 2.30, Willow Room 2:03, Oak House, Rotherham	