

MINUTES OF EQUALITY & DIVERSITY STEERING GROUP

15th March 2019

Room 2:04, Oak House, Rotherham

Present: Mrs Debbie Twell, Lay Member (Chair)
 Ms Ruth Nutbrown, Assistant Chief Officer
 Ms Alison Hague, Corporate Services Manager
 Mrs Helen Wyatt, Patient and Public Engagement Manager
 Mrs Lydia George, Strategy and Delivery Lead
 Mr Peter Smith, Head of HR
 Mrs Paula Whitehurst, Senior Medicines Management Technician
 Mrs Sarah Hartley, Contracting & Service Improvement Manager (Primary Care)

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

No.	Item	Action:
1.	Apologies	
	Apologies were received from Kate Tufnell.	
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 25 th January 2019 were agreed as a correct record.	
	Action Log reviewed and updated to reflect discussions.	
5.	Staff Survey Results 2018	
	Mr Smith gave an overview of the staff survey results for 2018. Mr Smith highlighted the following:	
	<ul style="list-style-type: none"> Page 7 – Equality, diversity & Inclusion. NHS Rotherham CCG is just below the best in the country and above average in the country. Page 9 – The theme shows that the CCG has improved from last year's results. Page 20 – Sets out the questions that have made up the theme. There has been an improvement on Question 14 "Does your organisation act fairly with regard to career progression / promotion, regardless of ethnic background, gender, religion, sexual orientation, disability or age"? Question 15b – "In the last 12 months have you personally experienced discrimination at work from manager / team leader or other colleagues"? This has improved this year and is closest to the best score in the country. 	

No.	Item	Action:
	<ul style="list-style-type: none"> Page 31 – Bullying and harassment Question 13b – “In the last 12 months how many times have you personally experienced harassment, bullying or abuse at work from managers?” The CCG Personal Development Review paperwork has been updated to include support from immediate line manager and the CCG Contact Officers details. <p>Mr Smith informed the group that there is an action plan in place for the areas of concern.</p> <p>The group noted the report.</p>	
6.	Completed EIA/Engagement Template Assurance Process	
	<p>A discussion took place regarding the process for completed EIA/Engagement Template forms.</p> <p>The group agreed that a formal process was required and tasked Alison Hague, Corporate Services Manager with drafting the process.</p> <p>Ms Nutbrown informed the group that a paper was presented to Operational Executive this morning regarding QIPP schemes and went on to say that not all schemes had an EIA completed. Mrs George was tasked with ensuring the EIAs were completed and sent to Alison Hague to put through the process for reviewing and approving.</p>	<p>AH</p> <p>LG/AH</p>
7.	Action Plan	
	<p>Mrs Twell asked members to review the action plan and send any additions to Alison Hague for inclusion on the plan.</p>	ALL
9.	Any Other Business	
	<p>There was no other business.</p>	
9.	Items / Risks for Escalation	
	<p>None.</p>	
10.	Date and Time of Next Meeting	
	<p>17th May 2019, 1.30pm in Room 2:03, Oak House</p>	