

MINUTES OF EQUALITY & DIVERSITY STEERING GROUP

Date: 16th March 2018

Venue: Room 2:03, Oak House, Rotherham

Present: Mrs Kath Henderson (KH), Lay Member (Chairing)
 Lydia George (LG), Planning and Assurance Manager, RCCG
 Alison Hague (AH), Corporate Services Manager, RCCG
 Helen Wyatt (HW), Patient and Public Engagement Manager, RCCG
 Peter Smith (PS), HR Associate
 Govinder Bhogal (GB), Pharmacist, RCCG

No.	Item	Action:
1.	Apologies Rebecca Chadburn, Dr Russell Byrnes, Kate Tufnell and Ruth Nutbrown.	
2.	Conflicts of Interest There were no conflicts of interest raised at the meeting.	
3.	Notes from Previous Meeting Notes of the previous meeting held on 8 th November 2017 were noted with the following addition: 14. Date and Time of next Meeting 24 th January 2017 meeting was rearranged to take place on the 16 th March 2018 following agreement that the meeting would follow the Engagement and Communications Sub-Committee.	
4.	Equality and Diversity Work Plan The Equality and Diversity Work Plan was presented and the Group were updated on progress to date. The Group noted progress of the work plan.	
5.	Equality Objectives Review The current Equality Objectives had been reviewed at the meeting on the 8 th November 2017 where members agreed they needed to be refreshed. The proposed draft Equality Objectives were presented to the meeting. The Group reviewed the proposed objectives and proposed minor changes. Lydia George informed the Group that the Governing Body Assurance Framework Objectives had recently been reviewed at a Governing Body Development Session. Lydia George agreed to send updated objectives to Alison Hague to ensure the proposed new objectives align. The refreshed objectives would be brought back to the next meeting for further discussion.	LG AH

No.	Item	Action:
6.	EIA Audit Alison Hague presented the EIA Audit. A detailed discussion took place and it was agreed that another audit be undertaken and recommendations of actions to be taken included. Clarification was also sought on what needs and EIA. Alison Hague agreed to bring to the next meeting.	AH
7.	Staff Survey Results Peter Smith gave a verbal update on the Staff Survey results and how this links into the Workforce Race Equality Standard (WRES). The Group noted the update.	
8.	ICS – Equality Analysis and Engagement Plan Form Helen Wyatt informed members that the ICS Template for Equality Analysis and Engagement Plan Form had been approved at Governing Body in February 2018. The forms have been developed in line with best practice and in line with the template used by NHSE ensuring consistency across the footprint (ICS). Helen Wyatt and Alison Hague agreed to review the form and update staff at all Staff Briefing.	HW/AH
9.	Any Other Business <u>E&D Terms of Reference</u> It was agreed that the terms of reference be brought back to the next meeting to enable attendees to be reviewed.	AH
10.	Items / Risks for Escalation None	
14.	Date and Time of Next Meeting 18 th May 2018, 1.30pm-2.30pm in room 2:03, Oak House, Rotherham	