

MINUTES OF EQUALITY & DIVERSITY STEERING GROUP

17th May 2019

Room 2:03, 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
 Ms Rebecca McAlister, Senior Contracting & Service Manager
 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 Lydia George, Kate Tufnell and Peter Smith.	
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 15 th March 2019 were agreed as a correct record. Action Log reviewed and updated to reflect discussions.	
5.	E&D Terms of Reference Review The E&D Terms of Reference were reviewed in line with the CCG annual review process. Minor changes were suggested to the terms of reference indicated on tracked changes. Agreed to go to OE for review.	AH
6.	Procedure for Completing EIA and Engagement Assessments AH presented the report and informed members that the process has been devised to provide staff with guidance when completing EIA/engagement template forms. The process had been discussed at OE prior to this meeting and an additional box has been included in Appendix 1 to take into account OE feedback. Members agreed with the additions that OE had suggested. The process will be put on the CCG internet and circulated to staff.	AH

No.	Item	Action:
7.	<p>EIA and Engagement Assessment Database</p> <p>AH presented the report and informed members that the database is here for information and will be a standing item on the agenda to support members in reviewing EIA/engagement templates and the progress they are making in the system. AH to put the database on the shared drive for information to assist with the completion of other EIA/engagement template forms.</p>	AH
8.	<p>New EIA and Engagement Assessment Forms for Review</p> <p>AH presented the report and informed the group that there has been one new EIA/engagement template received "Trauma and Resilience Service". Members reviewed the template and agreed there were no additions.</p>	
9.	<p>Any Other Business</p> <p>There was no other business.</p>	
9.	<p>Items / Risks for Escalation</p> <p>E&D Terms of Reference to OE</p>	
10.	<p>Date and Time of Next Meeting</p> <p>19th July 2019, 2.00pm in Room 2:04, Oak House</p>	