

MINUTES OF EQUALITY & DIVERSITY STEERING GROUP

19th July 2019

Room 2:04, Oak House, Rotherham

Present: Mrs Debbie Twell, Lay Member (Chair)
 Ms Alison Hague, Corporate Services Manager
 Mrs Helen Wyatt, Patient and Public Engagement Manager
 Mrs Sarah Hartley, Contracting & Service Improvement Manager (Primary Care)
 Mrs Lydia George, Strategy and Delivery Lead
 Mr Peter Smith, Head of HR
 Mrs Kate Tufnell, Head of Adult Mental Health Commissioning

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

| No. | Item | Action: |
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| 1. | Apologies Apologies were received from Ruth Nutbrown, Rebecca McAlister, Paula Whitehurst and Dr 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 17 th May 2019 were agreed as a correct record. Action Log reviewed and updated to reflect discussions. | |
| 5. | Equality, Diversity and Human Rights Policy Review Ms Hague presented the report and informed the group that the Equality, Diversity and Human Rights Policy has been reviewed in line with the Policy review date and in line with NHS Rotherham CCG governance process. Mrs Twell asked how we could make the policy more accessible to hard to reach groups and in a format that would be easily understood, including a format that would be accessible for young people? It was noted by the group that the commitments and services described within the 2019 RCCG Equality, Diversity and Human Rights Policy are becoming widely discussed by, and pertinent to, young people within secondary schools and community groups. It was further noted that many young people and hard to reach groups have experience of accessing such support in their formative years, and | |

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| | <p>should be able to access the document in a variety of appropriate formats.</p> <p>Mrs Wyatt said that we could have a summary sheet as to what we commit to as an organisation. We could also produce a plain English summary and make available on the website.</p> <p>Mrs Hague informed the group that the policy has been sent to staff side for comment. Feedback to date was that other organisations do not have an Equality, Diversity and Human Rights Policy.</p> | |
| | Further feedback to be sent to Mrs Hague and bring back to September meeting for further discussion. | ALL/AH |
| | Ms Hague to also conduct a scoping exercise to ascertain what other organisations are producing. | AH |
| 6. | EDS2 Revision | |
| | <p>Mrs Hague presented the report and informed the group the EDS2 Summary Report is due for review and process through the governance process to be published on the CCG website by 31st January 2019.</p> <p>It was agreed that Ms Hague would circulate to the Group to review and bring back to the September meeting for further discussion.</p> | |
| | Mr Smith suggested that a task and finish group be set up to go through the EDS2. | AH |
| 7. | Draft E&D Annual Report | |
| | <p>Mrs Hague presented the report and informed the group that each January we publish on our website our Public Sector Equality Duty (PSED) report. This report describes progress in meeting our equality objectives and other equality and diversity work.</p> <p>It was agreed that the group send feedback to Ms Hague.</p> | ALL |
| 8. | New EIA and Engagement Assessment Forms for Review | |
| | <p>There were no new EIA/Engagement Assessment Forms to review at the meeting.</p> <p>The group discussed whether there was indeed a requirement to publish the EIA/Engagement Assessment forms on the RCCG website.</p> | |
| | It was agreed that Ms Hague would firstly establish whether there is still such a requirement, or whether completion of the forms and filing with the Workstream documentation is sufficient. | AH |
| | Having established the protocol regarding publication, Ms Hague would then lead a discussion with commissioning team officers regarding the | |

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| | new EIA procedure, to ensure the new system which gives feedback to commissioning officers and the production of the subsequent final version of each EIA can be completed without unnecessary delays (and if required can be published on the website accordingly). | |
| 9. | Any Other Business | |
| | There was no other business. | |
| 9. | Items / Risks for Escalation | |
| | None | |
| 10. | Date and Time of Next Meeting | |
| | 27 th September 2019, 2.00pm in Room 2:04, Oak House | |