

MINUTES OF EQUALITY & DIVERSITY STEERING GROUP

Date: 21st September 2018

Venue: Room 2:03, Oak House, Rotherham

Present: Mrs Kath Henderson (KH), Lay Member (Chairing)
 Ruth Nutbrown (RN), Assistant Chief Officer, RCCG
 Alison Hague (AH), Corporate Services Manager, RCCG
 Helen Wyatt (HW), Patient and Public Engagement Manager, RCCG
 Govinder Bhogal (GB), Deputy Head of Medicines Management, RCCG

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

No.	Item	Action:
1.	Apologies	
	None received.	
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 20 th July 2018 were agreed as a correct record.	
5.	Completed EIA's for Review	
	The Group reviewed the form and asked that feedback be given to Ian Atkinson for further work to be undertaken.	
	Feedback was as follows:	
	<ul style="list-style-type: none"> Section 7 – Car parking – TRFT are currently reviewing their car parking policy. Members felt that this was not a solution as the space adjacent to the main entrance was space limiting. HW informed the Group that public feedback said there was not enough space at the front of the building and there would be a considerable walking distance to the service. Section 5 – Level of service change – It was felt that the level of service change needed to be no more than a Category 2. HW informed the Group that she is seeking permission from TRFT to go into the Health Centre to seek the views of the public using the service and also at the TRFT site as this would increase numbers attending the site. Demographics used will be age, disability and ethnicity. Section 2 - Impact – the group felt this wasn't answered fully enough. HW offered to support the completion of the section. Step 5 – HW to support the completion. 	

No.	Item	Action:
6.	E&D Objectives Review	
	<p>The Group reviewed the Equality and Diversity Objectives and agreed to update them as follows:</p> <ol style="list-style-type: none"> 1. Have effective governance to improve equality, diversity and human rights performance through the Equality Delivery System and improve the use of equality analysis data in our commissioning cycle. 2. Build strong relationships with diverse groups and communities to understand their needs, priorities and experiences in order to inform commissioning. 3. Develop an inclusive working culture which values diversity and supports staff to feel confident to challenge any harassment, bullying or perceived victimisation. 4. To ensure consistency of equality approach across the CCG in respect of equality leadership, staff empowerment and access to development opportunities. 	
7.	Equality and Diversity in NHS Rotherham CCG Draft Annual Report 2018/19	
	<p>The Group recorded thanks to Alison Hague, Corporate Services Manager for drafting the Equality and Diversity Annual Report 2018/19. The Group were asked to forward any comments/feedback to AH.</p>	
8.	Equality Delivery System 2 (EDS2) - Draft	
	<p>The Group agreed that the EDS2 would be graded and sent to OE for review. The EDS2 would then come back to the E&D Steering Group for final check and challenge before progressing through the governance structure.</p>	
9.	Any Other Business	
	<p>RN would raise the poor attendance at the Equality and Diversity Steering Group at SMT and ask that members prioritise the meeting. It was also suggested that the RCCG Report Template be updated to include Equality Impact Assessment Completed in place of Equality Impact.</p>	
9.	Items / Risks for Escalation	
	<p>None.</p>	
10.	Date and Time of Next Meeting	
	<p>28th November 2018</p>	