

MINUTES OF EQUALITY & DIVERSITY STEERING GROUP

Date: 25th January 2019

Venue: Room Birch, Oak House, Rotherham

Present: Mrs Debbie Twell, Lay Member (Chair)
 Ms Alison Hague, Corporate Services Manager, RCCG
 Mrs Helen Wyatt, Patient and Public Engagement Manager, RCCG
 Ms Ruth Nutbrown, Assistant Chief Officer, RCCG
 Mr Govinder Bhogal, Deputy Head of Medicines Management, RCCG

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

| No. | Item | Action: |
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| 1. | Apologies Apologies were received from Peter Smith (PS), HR Business Partner, Dr Brynes (RB), SCE GP Lead. | |
| 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 28 th November 2018 were agreed as a correct record. | |
| 5. | NHS Rotherham CCG Annual Report – E&D Section Ms Hague presented the paper and informed the Group that the CCG has a statutory requirement to produce and publish an Annual Report each year. The report describes our activities, our achievements and our challenges. The section on Equality and Diversity is here for review. Mrs Wyatt suggested that a paragraph on deprivation be included. Ms Hague agreed to add to the narrative. | AH |
| 6. | NHS Rotherham CCG Policy Audit January 2019 Ms Hague presented the paper and informed the group that as part of the CCG's internal Governance arrangements the management of procedural documents is a key feature. The report outlines the current status of procedural documents including Equality Impact Assessments (EIA) within the CCG. The Group took assurance from the report that EIAs were being completed for NHS Rotherham CCG policies. | |
| 7. | Culture Shift Discussion Mrs Twell opened the discussion with her observations, as the new Lay Governor with responsibility for Patient & Public Engagement, that at the moment the Governing Body papers do not appear to reflect and highlight to Governing Committees, the work across the CCG with regard | |

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| | <p>to Engagement and Equality and Diversity.</p> <p>She outlined her expectation when coming into post that there would be evidence throughout the CCG of strong embedded PPE/ED practice and activity, and that this would be clearly reported and reflected through GB papers. Working with the staff it is evident that PPE/ED is happening, however strong audit/assurance of the practice in the GB papers is more difficult to find.</p> <p>Mrs Twell asked the members of the committee to consider the accuracy of her observation; and opened up the discussion with regard to the efficacy and depth of embedded and integrated PPE/ED activity across the CCG.</p> <p>Mrs Twell said she would like to see cyclical input from teams to the Equality and Diversity Group to give assurance that Engagement, Equality and Diversity is being included throughout work streams/policies.</p> <p>Mrs Wyatt said that there were some good examples of where this was happening in the organisation but it wasn't consistent.</p> <p>A detailed discussion took place around how this could be improved. Ms Nutbrown suggested that we ask Internal Audit to do a piece of work and also suggested that Mrs Twell have a discussion at the Lay Member meeting around her concerns.</p> | RN/DT |
| 8. | <p>Forward Planner</p> <p>The Group reviewed the forward planner and agreed to forward any suggested additions to Ms Hague.</p> | ALL |
| 9. | <p>Any Other Business</p> <p>There was no other business.</p> | |
| 9. | <p>Items / Risks for Escalation</p> <p>None.</p> | |
| 10. | <p>Date and Time of Next Meeting</p> <p>15th March 2019, 1.30pm in Room 2:04, Oak House</p> | |