

## MINUTES OF EQUALITY & DIVERSITY STEERING GROUP

27 September 2019

Room 2:03, Oak House, Rotherham

**Present:** Mrs Debbie Twell, Lay Member (Chair)  
 Mrs Ruth Nutbrown, Assistant Chief Officer  
 Ms Alison Hague, Corporate Services Manager  
 Mrs Helen Wyatt, Patient and Public Engagement Manager  
 Mrs Sarah Hartley, Contracting & Service Improvement Manager (Primary Care)  
 Mr Peter Smith, Head of HR  
 Mr Raz Saleem, Prescribing

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

No.	Item	Action:
1.	<b>Apologies:</b> Apologies were received from Rebecca McAlister.	
2.	<b>Conflicts of Interest</b> There were no conflicts of interest raised at the meeting.	
3.	<b>Notes from Previous Meeting and Action Log</b> Notes of the previous meeting held on 19 July 2019 were agreed as a correct record.  Action Log reviewed and updated to reflect discussions.	
5.	<b>Y&amp;H CCGs E&amp;D Scoping Exercise</b> Further to discussions at the last meeting it was agreed that a scoping exercise would be undertaken to ascertain what other CCG's were publishing in terms of Equality, Diversity and Human Rights.  Noted by the group.	
6.	<b>Equality, Diversity and Human Rights Policy Review</b> The Equality, Diversity and Human Rights Policy had been reviewed in line with the review date and in line with the CCG governance process.  The group supported the policy and its onward journey to OE and AQuA.	<b>AH</b>

No.	Item	Action:
7.	<p><b>EDS2 Revision</b></p> <p>The implementation of the Equality Delivery System – EDS2 is a requirement on both NHS commissioners and NHS provider organisations. The EDS2 summary report helps organisations to outline, present and publish an overview of their EDS2 in line with Step 9 of EDS2 implementation.</p> <p>The group reviewed and updated the EDS2 at the meeting and recommended to go through the Governance process.</p>	<b>AH</b>
8.	<p><b>New EIA and Engagement Assessment Forms for Review</b></p> <p>The database was noted by the group.</p>	
9.	<p><b>WRES</b></p> <p>PS presented the WRES and informed the group that CCGs are now reporting same as the Trusts.</p> <p>PS informed the group there was nothing significant to report.</p> <p>The WRES will go to OE then to AQuA.</p>	<b>PS</b>
10.	<p><b>Any Other Business</b></p> <p>SH asked the group if it would consider one representative from the contracting team rather than three.</p> <p>A discussion took place and RN agreed to pick up with Ian Atkinson. The terms of reference would require updating to reflect the changes.</p>	<b>RN</b>
11.	<p><b>Items / Risks for Escalation</b></p> <p>None</p>	
12.	<p><b>Date and Time of Next Meeting</b></p> <p>20 November 2019, 2.00pm in Room 2:03, Oak House</p>	