

## MINUTES OF EQUALITY & DIVERSITY STEERING GROUP

**Date:** 8<sup>th</sup> November 2017

**Venue:** Room 2:03, Oak House, Rotherham

**Present:** Ruth Nutbrown (RN), Assistant Chief Officer, RCCG (Chairing)  
Dr R Brynes (RB), Equality & Diversity Lead GP, RCCG  
Alison Hague (AH), Corporate Services Manager, RCCG  
Helen Wyatt (HW), Patient and Public Engagement Manager, RCCG

No.	Item	Action:
1.	<b>Apologies</b>  G Bhogal, P Smith, L George	
2.	<b>Conflicts of Interest</b>  There were no conflicts of interest raised at the meeting.	
3.	<b>Notes from Previous Meeting</b>  Notes of the previous meeting held on 24 <sup>th</sup> July 2017 were noted.	
4.	<b>E&amp;D Terms of Reference</b>  The Group reviewed the terms of reference and agreed the proposed minor amendments. The refreshed E&D Steering Group Terms of Reference will go to OE for review then to AQuA and Governing Body.	<b>AH</b>
5.	<b>Equality and Diversity Progress Report</b>  The Group reviewed the progress report and asked that it be integrated with the E&D Action Plan.	<b>AH</b>
6.	<b>E&amp;D Objectives Reviews</b>  The Group reviewed the current objectives.  It was agreed that Ruth Nutbrown/Helen Wyatt would write new objectives and bring back to the next meeting.	<b>RN/HW</b>
7.	<b>EDS2</b>  The Group reviewed the Draft EDS2 and suggested changes to 1.1, 1.5, 2.1, 2.3, 3.1, 3.3, 3.4, 3.6, 4.1 and 4.2. It was agreed the EDS2 would go back to OE for review.	<b>AH</b>
8.	<b>WRES</b>  The Group reviewed the WRES and noted that it was already on the website. It was suggested that next year the WRES be brought to the E&D Group prior to approval. The Group also asked for more detailed narrative within the report.	<b>PS</b>

No.	Item	Action:
9.	<b>EIA Audit</b>	
	The Group noted the progress on the EIA Audit and agreed that it would link into the Patient Experience Database.	<b>AH/HW</b>
10.	<b>Annual Report</b>	
	The Annual Report was reviewed and would be refreshed to take into account the changes to the EDS2. The Annual Report would go to the December Governing Body for approval and then be put on the RCCG website.	<b>AH</b>
11.	<b>Future Meetings</b>	
	It was reported that a paper had been taken to OE regarding the proposal to integrate the E&D Steering Group with the PPE Sub Committee to strengthen the membership and governance of E&D within the organisation and provide a more efficient approach.	
	It was agreed that a meeting of the Equality and Diversity Steering Group would be arranged for January 2018.	<b>AH</b>
12.	<b>Any Other Business</b>	
	RN tabled a letter which had been received into the organisation from Equality and Human Rights Commission regarding 'Legality of the CCG's Continuing Healthcare Policy'. RN informed the group that it had been sent to all CCG's across the country and a response is currently being drafted.	
13.	<b>Items / Risks for Escalation</b>	
	None.	
14.	<b>Date and Time of Next Meeting</b>	
	24 <sup>th</sup> January 2017	