

**NHS**  
**Rotherham**  
**Clinical Commissioning Group**

<b>Minutes</b>	<b>Title of Meeting:</b>	<b>Equality Steering Group</b>
	<b>Time:</b>	<b>13:30pm - 15.30pm</b>
	<b>Date:</b>	<b>17<sup>th</sup> July 2013</b>
	<b>Venue:</b>	<b>Room 2.03</b>
	<b>Reference:</b>	<b>SAW/EB</b>
	<b>Chairman:</b>	<b>Lydia George</b>

**Attendees**

Lydia George	LG	Planning and Risk Manager (Chair)
Rebecca Atchinson	RA	Public Health Specialist
Elaine Barnes	EB	Equality & Diversity Manager
Dr Bilton		Visitor
Russell Brynes	RB	GP Lead for Equality and Diversity
Peter Smith	PS	HR/OD Manager
Kath Tufnell	KT	Head of Contracts & Service Improvement – Mental Health & Learning Disabilities & Specialised Services
Helen Wyatt	HW	Patient and Public Engagement Manager

		Action By
1	<p><b>Welcome/ Apologies</b></p> <p>LG welcomed everyone to the first meeting. Rebecca Atchison is representing the Rotherham Metropolitan Borough Council.</p> <p><b>Apologies</b></p> <p>Sarah Whittle (SAW), Sarah Lever (SL) Rebecca Chadburn (RC) Rachel Garrison(RG)</p>	
2	<p><b>Minutes from previous meeting 10<sup>th</sup> April 2013</b></p> <p>The notes were agreed as a true and accurate record.</p>	
3	<p><b>Matters Arising</b></p> <p>It was noted that NHS Rotherham Foundation Trust has not yet provided Equality and Diversity assurance to the CCG.</p>	

	<p>LG agreed to discuss with both Sarah lever and Sarah Whittle</p> <p>EB agreed to circulate the Equality and Diversity Newsletter to RB and RA.</p>	<p>LG</p> <p>EB</p>
4	<p><b>Draft Equality Diversity and Human Rights Strategy</b></p> <p>EB to check whether this is a strategy or policy document.</p> <p>EB shared the draft strategy with the group and asked for feedback by Monday 5<sup>th</sup> August 2013.</p> <p>Rotherham CCG engagement strategy will be included.</p> <p>Once updated, the strategy will be presented at the Operational Executive, Operational Risk, Governance &amp; Quality Management Group and Governing Board for approval.</p>	<p>EB</p> <p>EB</p> <p>EB</p> <p>EB</p>
5	<p><b>Draft Equality impact Assessment and Guidance 2013</b></p> <p>EB presented the revised draft EIA to the group and received feedback.</p> <p>RA agreed to check RMBC's EIA form for any consistency.</p> <p>EB will be developing and rolling out training to equip staff with the relevant skills to do an EIA and it was agreed that the training needed to be delivered to Head of Contracts.</p> <p>Sue Hart to review previous Governing Board papers from the 1<sup>st</sup> April 2013 to establish if EIA was completed on papers.</p>	<p>EB</p> <p>RA</p> <p>EB</p> <p>SH</p>
6	<p><b>Workforce briefing</b></p> <p>PS presented the Workforce Equalities briefing/proposed actions which were noted by the action group they were approved for implementation.</p> <p>The above will be included into the Equality Diversity and Human Rights Strategy.</p>	<p>EB</p>
7	<p><b>Revised Equality Objectives and actions</b></p> <p>NHS Rotherham CCG will be keeping their currently equalities objectives and revising the actions to include the Friends and Family Test.</p> <p>EB to work with leads to develop new actions and circulate to the group before the next meeting.</p>	<p>EB</p>

8	<p><b>Any Other business</b></p> <p><b>Webpage</b> EB informed the group that the Equality &amp; Diversity webpage will be updated on a regular basis.</p> <p><b><i>Access to GP practices</i></b> RA raised a question about access to GP practices in the Swinton/Fitzwilliam Area. RA is to raise with NHS England as this area of work is now their responsibility.</p>	<p>EB</p> <p>RA</p>
9.	<p><b>Date of next meeting</b> Wednesday 30<sup>th</sup> October 2013 at 14:30 – 16:00 in G.10</p>	