

Minutes	Title of Meeting:	Equality Steering Group
	Time:	9:30am- 11am
	Date:	29th January 2013
	Venue:	Larch Room (G.10)
	Reference:	SAW/EB
	Chairman:	Sarah Whittle

Attendees:

Sarah Whittle	SAW	Assistant Chief Officer (Chair)
Elaine Barnes	EB	Equality & Diversity Project Officer
Sue Cassin	SC	Head of Quality & Lead Nurse
Lydia George	LG	Planning and Risk Manager
Sarah Lever	SL	Head of Contracts & Service Improvement- Acute Care and Community Service
Helen Wyatt	HW	Patient and Public Involvement Manager

		Action By
1.	Apologies were received from Joanna Saunders (JS), Alison Iliff (AI) Peter Smith (PS), Russell Brynes (RB), Stuart Lakin (SL) Kate Tufnell(KT)	
2.	Minutes from previous meeting 28th September 2012 The notes were agreed as a true and correct record	
3.	Matters arising Age Discrimination – EB is to do a briefing for the next CCG All staff Meeting which will be held on 28 th February 2013. Rotherham will be hosting a Regional event on sexual exploitation. Catherine Hall, Nurse Consultant Safeguarding Children and David Polkinghorn, CCG CG lead for Children and Young People will be representing Rotherham CCG.	EB
4	Membership and Terms of Reference 2013 The terms of reference has been revised for 2013. EB to update and circulate among members. SW is to check Memorandum of Service Level Agreement with Public Health	EB SW

5.	Equality Implementation Plan Updates The group went through updates for September 2012. EB is to made the relevant updates and circulate the template for March 2013 for completion by members.	EB
6.	Health Inequalities An Equality and Health inequalities structure have been developed within the National Commissioning Board. EB is to email details of the above to SAW.	EB
7.	Any Other Business EB is to rearrange March meeting so that Russell Brynes, CCG GP lead can attend.	
8	Dates of next meeting <u>Post Meeting :</u> the date of the next meeting will be held on Wednesday 10 th April 2013 Dates of future meetings are: <ul style="list-style-type: none"> • Wednesday 17th July 2013 at 14.30pm – 16.00pm in G.12 • Wednesday 30th October 2013 at 14.00pm – 15:30pm in G.10 	