

Minutes	Title of Meeting:	Equality Steering Group
	Time:	12:00pm- 13:30pm
	Date:	29th October 2013
	Venue:	Room 2.03
	Reference:	SAW/EB
	Chairman:	Sarah Whittle

Attendees

Sarah Whittle	SAW	Assistant Chief Officer (Chair)
Lydia George	LG	Planning and Risk Manager
Rebecca Atchinson	RA	Public Health Specialist
Elaine Barnes	EB	Equality & Diversity Manager
David Waldie	DW	Case Manager
Rachel Garrison	RG	Quality Assurance Manager
Peter Smith	PS	HR/OD Manager
Rebecca Chadburn	RC	Senior Contracts and Service Improvement Manager
Stuart Larkin	SL	Head of Medicines Management

1	Apologies Kate Tufnell (KT) Sarah Lever (SL) Helen Wyatt (HJW) Russell Brynes (RB)	Action By
2	Minutes from previous meeting 17th July 2013 The notes were agreed as a true and accurate record.	
3	Matters arising Outstanding matters are an agenda item	
4	Equality Implementation Plan The group commented on the draft plan. EB is to update the plan following liaison with colleagues. The other actions were agreed. RA to check with Public Health Colleagues regarding JSNA data.	EB RA

	<p>EB is to liaise with Donna White regarding Equality and Diversity e-learning for all CCG staff.</p> <p>BC is to clarify if there is Equality KPI for RFT and feedback to EB.</p> <p><u>HR polices</u></p> <p>EB to liaise with PS to list all the relevant polices under workplace wellbeing policy and the National Equality and Diversity Competency framework.</p>	<p>EB</p> <p>BC</p>
5	<p>Public Sector Equality Duty 2013</p> <p>Elaine provided a draft monitoring report in preparation of the RCGG Public Sector Equality Duty being published by January 2014.</p> <p>The report outlined the patient profile for A&D, Outpatient First Appointment and Did Not Attend in an Outpatient setting.</p> <p>The information provided was broken down by Age, Gender and Ethnicity. It was noted that the remaining 6 protected characteristics are not routinely collected by national data base.</p> <p>For A&E attendances, the breakdown does not include Rotherham Foundation Trust as they do not code ethnicity in A&D date. The data currently available is for all Rotherham patients who are accessing other Trust for examples Doncaster and Sheffield.</p> <p>BC will speak with Chief Nurse.</p>	RC
6	<p>NHS Rotherham Foundation Trust</p> <p>EB explained that the additional information that RFT submitted still does not provide the Equality and Diversity Assurance required.</p> <p>EB to arrange a meeting with Ros Sullivan</p> <p>SAW to speak with Sarah Lever.</p>	<p>EB</p> <p>SAW</p>
7	<p>Patient Experience</p> <p>EB shared a patient experience with the group explaining that the issues were first raised in the LGBT interagency meeting. HW has liaised with the local hospital and EB has raised with the GP practices</p> <p>Sarah will get an update from HJW.</p> <p>RC will speak with TRFT Chief Nurse</p>	<p>HJW</p> <p>RC</p>
8	<p>Any other Business</p> <p>Rotherham CCG has achieved its Two tick's employer and will be applying for Mindful employer's status.</p> <p>Elaine will be attending "Best practice for Supporting Rotherham's Roma Communities on 20th November at Carlton Park Hotel.</p>	
9.	<p>Date of next meeting</p> <p>Wednesday 15th January 2014 at 11am- 12:30 pm in Room 2.04</p>	