

Minutes	Title of Meeting:	Equality Steering Group
	Time:	14:30 – 16:00
	Date:	30th July 2014
	Venue:	Room 2.03
	Reference:	SAW/EB
	Chairman:	Sarah Whittle

Attendees

Sarah Whittle	SAW	Assistant Chief Officer (Chair)
Elaine Barnes	EB	Equality & Diversity Manager
Nigel Parkes	NP	Senior Contract Manager
Rachel Garrison	RG	Quality Assurance Manager
Peter Smith	PS	HR Manager

1	Welcome/Apologies Kate Tufnell (KT) Helen Wyatt (HJW) Russell Brynes (RB) and Lydia George (LG), Rebecca Atchinson (RA), Stuart Lakin (SL), Sarah Lever (SL)	Action By
2	Minutes from previous meeting 9th April 2014 The notes were agreed as a true and accurate record.	
3	Matters arising TRFT Equality Monitoring Data TRFT- EB updated the group on her attendance at NHS R/TRFT Contract meeting on 10 th April and subsequent communication via email. There has been a lack of communication from TRF. Russell Brynes has emailed Lynne Cocksedge to arrange a meeting but not received a response. SAW agreed to pick up with both SL and RC EB will liaise with HW regarding engagement with the Disability Forum on the EDS 2 grading and feedback at the next meeting in October. Hate Crime: RA report is currently being written by Carol Adamson and RA will circulate it when it is completed. Joint Strategic Needs Assessment (JSNA) The most upto date JSNA was circulated to members of the group with 2013 Rotherham Demographics Profile. Updates are currently being made to the	

	<p>JSNA so if there is something new that needs to be added. Members were asked to send data through to EB who will then forward onto RA.</p> <p>Skills Booster</p> <p>EB will discuss the purchasing of DVD with the Learning and Development and on purchasing the DVD and approach each CCG to contribute towards the cost.</p>	
4	<p>NHS RCGG Equality Implementation Plan 2014/16</p> <p>RB sent his apologies for the meeting and provided some comments for the meeting, which was discussed and feedback will be provided with an update at the October's meeting.</p> <p>EB to discuss RB's email with HJW and provide a response back.</p>	
5	<p>Equality and Diversity Work plan 2014/15</p> <p>EB to circulate to members of the group. SAW asked that the work plan is shared and discussed in team meeting to raise awareness of E&D Manager work plan.</p>	
6	<p>NHS Rotherham CCG E&D good practice</p> <p>On the Intranet, there are examples of Equality and Diversity good practice which will be shared with the group and discuss in team meetings.</p> <p>EB to circulate the link to members for sharing with colleagues in team meetings and encourage them to forward examples of good practice to EB for uploading onto the Intranet.</p>	
7	<p>Equality within NHS</p> <p>NHS Employers have produced three NHS Equality data i.e. age, gender and ethnicity within the NHS. The group reviewed the data and noted the difference across all the equality data across the NHS.</p> <p>EB will upload onto the intranet.</p>	
8.	<p>Date of next meeting</p> <p>Wednesday 29th October 2014 at 1.30pm- 3pm in 2.30 (Willow Room)</p>	