

Equality & Diversity Steering Group meeting

TERMS OF REFERENCE

Contact Details:			
Lead O.E. / Clinician:	Ruth Nutbrown	Lead Officer:	Alison Hague
Title:	Assistant Chief Officer	Title:	Corporate Services Manager

Purpose:
<p>To manage and oversee the implementation of a strategic vision for equality, diversity and human rights in relation to Rotherham.</p> <p>To ensure equality, diversity and human rights is actively promoted, communicated across Rotherham CCG in line with core values.</p> <p>To continue to work with other partners to contribute to reducing health inequalities across Rotherham.</p>

Responsibilities:
<ul style="list-style-type: none"> • To ensure that Rotherham CCG meets and monitors all of its statutory requirements, both national and local, relating to equality, diversity and human rights both in commissioning and employment. • To develop and performance manage RCCG Equality and Diversity Strategy including the Equality Implementation Plan • To ensure that Equality Impact Assessments are embedded and performance managed across Rotherham CCG and to ensure that they are published on our internet website. • To ensure that the Equality Delivery System (EDS) framework is used to implement and performance manage the Equality Act 2010 across Rotherham CCG. • To promote equality in the workplace and to mainstream equality and diversity issues into the work of Rotherham CCG and to ensure that Rotherham CCG seeks to employ a workforce that is representative of the community it serves. • To promote and publish Rotherham CCG's core values and equality and diversity successes and ensure all staff are aware of the achievements. • To identify areas of apparent inequality in healthcare, from service data and user experience, and take action to address them. • To provide briefings and update reports for RCCG Governing Body. • To maintain a high level of communication across Rotherham CCG and with all partner agencies and to ensure multi agency dialogue is sustained across North of England. • To challenge the culture and identify and address barriers to inclusion and diversity.

Chair:

Lay Member for PPE

Composition of group:

Lay Member for PPE (Chair)
 Assistant Chief Officer (Vice Chair)
 Head of Contracts, Service Improvements - Mental Health, Learning Disability & End of Life
 Head of Contracts & Services Improvement – Acute and Community
 Public Health Principal (Healthcare Public Health)
 Contracts & SI Manager for Primary Care
 Strategy and Delivery Lead Patient and Public Engagement Manager
 Head of Human Resources Corporate Services Manager
 CCG GP Lead for Equality and Diversity
 Prescribing Advisor

In Attendance:

Co-opted members as and when required.

Deputising:

Members are expected to send a suitable deputy if they are unable to attend and ensure deputies is fully briefed prior to attending the meeting.

Quorum:

A minimum of 4 members across at least 3 teams.

Accountability:

Through the CCG Governing body via AQuA

Frequency of meetings:

-Bi Monthly

Order of business:

Normal

Agenda deadlines:

Close of business 1 week before each meeting.

Minutes:

Membership Group, NHS Rotherham CCG intranet/ GP CCG/ AQUA

Administration:

Corporate Services Manager to circulate papers and take minutes etc.

Attendance:

Each core member or their deputy to attend 75% of meetings annually, to be audited on an annual basis.

Review Date:

Approved: January 2015

Next review: January 2016

Next review: May 2019

Next Review: May 2020

Membership List

Lay Member for PPE (Chair)

Assistant Chief Officer (Vice Chair)

Head of Contracts, Service Improvements - Mental Health, Learning Disability & End of Life

Head of Contracts & Services Improvement – Acute and Community

Public Health Principal (Healthcare Public Health)

Contracts & SI Manager for Primary Care

Strategy and Delivery Lead

Patient and Public Engagement Manager

Head of Human Resources

Corporate Services Manager

CCG GP Lead for Equality and Diversity

Prescribing Advisor