

NHS Rotherham Clinical Commissioning Group

Equality and Diversity Steering Group – 17th May 2019

Operational Executive – 31st May 2019

AQUA – 2nd July 2019

Governing Body - 3 July 2019

Equality and Diversity Steering Group Terms of Reference - Review

Lead Executive:	Chris Edwards, Chief Officer
Lead Officer:	Ruth Nutbrown, Assistant Chief Officer Alison Hague, Corporate Services Manager
Lead GP:	Dr R Brynes, SCE GP Lead

Purpose:
To review the Equality and Diversity Steering Group terms of reference in line with the annual review process.
Background:
An annual review of the Equality and Diversity Steering Group terms of reference was undertaken. Minor changes to the terms of reference are highlighted.
Analysis of key issues and of risks
Review of Equality and Diversity Steering Group terms of reference in line with RCCG annual review process.
Patient, Public and Stakeholder Involvement:
NA
Equality Impact:
NA
Financial Implications:
NA
Human Resource Implications:
NA
Procurement Advice:
NA
Data Protection Impact Assessment
NA
Approval history:
January 2016
Recommendations:
Governing Body is asked to review and ratify the Equality and Diversity Steering Group terms of reference.
Paper is for Discussion

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:

[Assistant Chief Officer](#)[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

[Planning and Assurance Manager](#)[Strategy and Delivery Lead](#)

Patient and Public Engagement Manager

[HR Business Partner](#)[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:

[Quarterly-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

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](#)