



Bexley

Clinical Commissioning Group

Equality Steering Group

Terms of Reference

(V.4 – 2018)

NHS Bexley Clinical Commissioning Group

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Introduction & purpose

NHS Bexley Clinical Commissioning Group (CCG) has established a Committee reporting to the Quality and Safety Sub Committee (QSSC) known as the Equality Steering Group (ESG).

The purpose of the ESG is to ensure that the CCG meets the *General* and *Specific* duties under the Equality Act 2010 across all commissioning decisions, contracting and workforce, and that equality, diversity and human rights is actively promoted, communicated and managed from the workforce of the CCG and the community of Bexley alongside the continuing work with other partners to contribute to reducing health inequalities.

Overall responsibility for Equalities sits with the Chief Officer and is assured through the Quality and Safety Sub Committee (QSSC) – who report to the Governing Body.

These terms of reference set out the membership, remit and responsibilities of the group.

Responsibilities

The Equality Steering Group will:

- Ensure the CCG Equality and Diversity Strategy is implemented and revised as required.
- Develop, monitor and deliver an Equality Action Plan to improve the CCGs performance against the NHS Equality Delivery System (EDS2).
- Ensure that the CCG meets and monitors all its statutory requirements, both nationally and locally, relating to equality, diversity and human rights both in commissioning and employment. Including assurance that Equality Impact Assessments (EiA) are embedded and published on our internet website.
- Promote equality in the workplace and mainstream equality and diversity issues into the work of the CCG, ensuring it seeks to employ a workforce that is representative of the Bexley community.
- Ensure the CCG's patient and public engagement work utilises every opportunity to involve groups across the 9 protected characteristics to maximise the input of these users experiences and inform effective commissioning of services to meet the needs of the whole population we serve.
- Provide briefings and update reports to the QSSC and Governing Body
- Promote equality in all CCG functions and in commissioned services

Membership

The membership of the Equality Steering Group will include:

- a) Lay member for Public and Patient Engagement (Chair)
- b) Head of Patient Experience & Equalities (Deputy Chair)
- c) Director of Quality, Governance & Performance
- d) GP representative
- e) Assistant Director of Commissioning
- f) Corporate Governance & Risk Manager
- g) Head of Communications & OD
- h) Head of Primary Care
- i) Patient Council representative
- j) Chief Officer - BVSC
- k) HR representative (CSU)
- l) LBB representative

Members who are unable to attend should send an appropriate deputy. The Committee may also co-opt expert members as necessary and required.

Administration

The Patient Experience Team will be responsible for the provision of administrative support to the Group and ensuring that minutes of the meeting are accurately produced and circulated

Reporting arrangements and relationship with other Committee's

Summaries from the minutes of meetings will be submitted to the QSSC and shared with Bexley Patient Council. The minutes will also be submitted to the CCG Governing Body.

Frequency

The Equality Steering Group will meet on a bi-monthly basis.

Review

These terms of reference were approved by the Quality and Safety Sub Committee (QSSC) and shall be reviewed on an annual basis. Any changes will be submitted to the QSSC for approval.

The Equality Steering Group will also review any risks arising from its business and ensure these are pursued and if necessary escalated via the CCG Risk Register.

Review history

Action		Date
Reviewed and approved by Equality Steering Group	V.01	December 2015
Approved by QSSC	V.02	January 2016
Reviewed and updated by Equality Steering Group	V.03	November 2016
Approved by QSSC	V.03	
Review by Equality Steering Group	V.04	Jan 18

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