

Equality Steering Group
Tuesday, 24th January 2017, 10.00 a.m. – 11.30 a.m.
Marriott Hotel Bexleyheath

Present:

Paul Cutler (PC)	Chair, PPI Lay Member, Bexley CCG
Annie Gardner (AG)	Head of Patient Experience & Stakeholder Engagement

In attendance

Maria Broad	Admin Assistant (taking notes)
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Apologies:

Nikita Kanani (NK)	Chair, Bexley CCG
Lindsey Coeur-Belle (LCB)	Deputy Director of Commissioning
Elinam Attipoe (EA)	Corporate Governance & Risk Manager
Mondel Mings (MM)	Interim Assistant Director for Quality
Tim Widdowson (TW)	HR Partner (CSU)
Tina Khanna	Locality Representative (North Bexley)

1.	<p>Welcome and Apologies Welcome and apologies noted from Nikita Kanani, Lindsey Coeur-Belle, Elinam Attipoe, Mondel Mings Tim Widdowson and Tina Khanna. .</p>
2.	<p>Minutes & Actions/updates The meeting was not quorate. PC suggested that substitutes should be encouraged to attend meeting on behalf of absent members and this needs to be enforced in the Terms of Reference (TOR). Previous minutes and action updates were discussed between the Chair and CCG Lead.</p> <p>Dr Sid Deshmukh (interim Chair) may be attending future meetings in place of Nikita Kanani. .</p> <p>AG advised Michael Boyce, Director, should now be included as part of this meeting, as well as the new AD Quality, Patient Experience and Performance.</p> <p>2. TOR Reference was made to updates in latest Terms of Reference and suggestions re further amendment to membership.</p> <p><u>GP member representative</u></p> <p><u>Patient Council Representative</u> – Patient Council to nominate rep</p>

	<p>Actions: PC to discuss GP member role with NK AG to discuss patient council rep role with LE</p> <p>4. Action Log update <u>Recruitment profile</u> – to be picked up by Tim Widdowson/ HR rep. <u>Equality Strategy</u> –Major area of work, which will commence in April/May. PC had discussions with Anne Douse (AD) after Governing Body who agreed extra resources to support this need to be identified.</p> <p>4. New actions update Development of Matrix covered under agenda</p> <p><u>Update on quality and AGM</u> –. Next AGM to be held on 14th September venue to be confirmed. Issue is when planning mechanism will be in place. PC advised he would like to be included in function so that equality can be featured on the agenda if possible.</p> <p>Action: PC to discuss with NK how to make AGM more accessible to members of public. May include patient council in AGM to help design, raise ideas for AGM.</p>
3.	<p>Terms of Reference & Membership Updates covered under agenda item 2.</p> <p>Governing Body need to be aware of any risk of not meeting statutory duties.</p> <p>Action: where appropriate to advise GB on gaps on risk and update on risk register if after six months have not made progress. It is our duty to escalate further.</p> <p>Need to strengthen EIAs in TOR – bullet point 3 needs to be quality assured need to establish what EIA should look like i.e. checklist.</p>
4.	<p>Meeting our duties – national requirements <u>Equality Act paper</u> – talks about main duties, main reporting requirements i.e. report must be published and presented in public and report discussed at Health & Well Being Board Evidence of progress with EDS2 and objectives via reporting template. Append to TOR – couple of items as statutory duties on TOR. Equality objectives – identified and refreshed every four years.</p>
5.	<p>Equality Matrix – gaps and risks PC shared an equality matrix – document for development and data/information to be added.</p>

	<p>Equality Impact Assessments PC suggest virtual group – maybe bring in members of patient council to review around local issues. AG suggested a need to offer training and support. Hopefully move to a position next year where patient council can offer advice on EIA</p>
6.	<p>EDS2 progress AG referred to assessment framework and shared template.</p> <p>Based on the information CCG populates in framework we then need to undertake self-assessment/ grading and link to Equality Objectives.</p> <p>Workforce – HR are completing WRES tool to offer assurance on how we are meeting goals.</p> <p>AG suggested a panel be convened in May to complete assessment and agree new objectives, which then need to be presented/ discussed with Patient Council.</p>
7.	<p>Any other business Summary of actions agreed Invite rep from Staff Forum AG to start paper for Quality & Safety Sub Committee and share with PC PC to discuss membership with AD & NK re Chief officer, EIA and quality assurance</p>
8.	<p>Date and time of next meeting 23rd May 2017</p>