

Equality Impact Group (EIG)

Terms of Reference and Membership



Date Valid from: 1st December 2018

Constitution

With our commitment to the NHS Constitution, The Equality Impact Group is a group of committed people who are passionate about making a success of improving our equality and diversity performance, will give it their full commitment, and who, between them, have the ability to influence staff at all levels of the organisation.

The Equality Impact Group will report directly to the Human Resources & Organisational Development (HR&OD) Sub-Committee which is a Sub-Committee of the Performance Committee and Quality Committee and has no executive powers, other than those specifically delegated in these terms of reference.

Membership

Membership of the Equality Impact Group shall comprise:

- Senior HR Manager – Equality and Diversity (chair)
- Operational Lead for Equality and Diversity (deputy chair)
- Occupational Health Representative (representative of the Health and Wellbeing Group)
- Staff Side Representative
- Communications Representative
- Representative from each of the Clinical Divisions; Acute, Mental Health, Ambulance and Community and each of the Corporate Directorates
- Medical representative
- Trainee (junior) doctor representative

Where a member is not able to attend a meeting a deputy should be nominated to attend.

Attendance

The following staff will be invited to attend as required and receive copies of minutes of meetings:

- Divisional Staff and Patient Experience Representatives
- Patients Council
- Patient Experience Lead

Representatives from other organisations and other individuals may be invited to attend on occasion.

Quorum

A quorum for the Equality Impact Group shall be 6 members, to include either the Chair or Deputy Chair.

In line with Standing Orders 6.8 Electronic Communication, the meeting minutes must state whenever a member was in attendance via electronic communication. In order for the meeting to be quorate the member must have been able to communicate interactively and simultaneously with all parties attending the meeting for the whole duration of the meeting, so that all members/attendees were able to hear each other throughout the meeting.

Frequency and duration

Meetings will be held bi-monthly for 1.5hrs and no less than 5 meetings will be held each year, however, the frequency may be varied in order to ensure that the Equality Impact Group discharges all of its responsibilities.

Authority

The Group has no executive powers, other than those specified in these Terms of Reference or otherwise by the Trust Board in its Scheme of Delegation.

The Equality Impact Group is authorised by the HR/OD Sub-Committee to investigate any activity within its Terms of Reference. It is authorised to seek any information it requires from any employee and all employees are directed to co-operate with any request made by the Group.

The Group has delegated responsibility in line with the Trust Standing Financial Instructions.

In the event that an urgent decision is required the Chair or their nominated deputy can seek the electronic approval of members which must then be noted at the next Equality Impact Group meeting. This will be exercised only in extreme circumstances.

Duties

The Equality Impact Group will provide assurance to the HR/OD Sub Committee via:

1. Strategic and Operational Responsibilities

1.1. To support the development and delivery of the following strategies:

- Workforce and Organisational Development Strategy
- Equality and Diversity Strategy
- Health and Wellbeing Strategy

1.2. To support delivery of operational responsibilities:

- Annual National Staff Survey
- Quarterly FFT for Staff
- Culture and Leadership Programme Work-streams
- Speaking Up (Anti-Bullying Advisors and Freedom to Speak Up Advocates)
- Workforce Race Equality Standard (WRES)
- Equality Delivery System (EDS2) via Equality Standard
- Gender Pay Gap
- Workforce Disability Equality Standard (WDES from 2019)

2. Governance framework

The Equality Impact Group will ensure the HR/OD Sub-Committee is able to oversee the effectiveness of the Equality and Diversity Strategy and Action Plan and that the Trust responds positively to the legal, regulatory and commissioner requirements for equality and diversity. This includes:

- Policies, Procedures and Guidelines
- Training including availability, compliance with and effectiveness of training.
- Resource allocation including staffing and equipment
- Systems and processes, include those relating to audits and inspections
- Compliance monitoring (legislation and best practice)
- Performance measures.
- Communication and engagement
- Incident management and learning lessons
- Review any internal and external audit or inspections and ensure that action planning occurs as appropriate

3. Performance Management

In order to discharge the above duties effectively the Equality Impact Group will receive EDS2 (Equality Standard) performance updates from representatives from each Clinical Division and Corporate Support Services.

4. Document Control

The Equality Impact Group will play a role in overseeing the production of strategies and plans, and other key documents such as policies, protocols and guidance, in line with the Document Control Policy.

5. Risk and Issues Management

The Group will seek to understand risks and issues at the earliest opportunity, and will ensure that an appropriate officer is identified to ensure that these are logged on the appropriate register. Any updates being provided to the HR/OD Sub-Committee will be presented.

Reporting

The Equality Impact Group will report to the HR/OD Sub-Committee on how it discharges its responsibilities on a monthly basis through a Chair's report.

Administrative Support

Administrative support for the Equality Impact Group will be provided by the Operational Lead for Equality and Diversity whose duties in respect of this include:

- Agreement of agenda with Chair and attendees;
- Preparation, collation and circulation of papers;
- Encouraging attendance of members to each meeting;
- Minute taking;
- Keeping a record of matters arising and issues to be carried forward and ensuring that action points are taken forward between meetings;
- Maintain an attendance register;
- Arrange meetings for the Group, with a published timetable 12 months forward;
- Advising the Group on pertinent issues and areas of interest.

To be approved at HR/OD Committee: 12th December 2018

Review Date: Initially 6 months (June 2019) and annually thereafter.