Equality and Diversity Steering Group
TERMS OF REFERENCE

1. CONSTITUTION

1.1. The Board hereby resolves to establish a Sub-Committee to be known as the ‘Equality and Diversity Steering Group’. The ‘Equality and Diversity Steering Group’ acts with delegated authority from the Board through the CEO and Executives of the PCT.

2. MEMBERSHIP

- Non-Executive Director (Chair)
- Executive Director or Senior Manager
- Nominated representative of Patient and Public Involvement Forum.
- Nominated representatives from each PCT Directorate (Finance and Performance, Commissioning, Planning and System Reform, Public Health, Community Health Oxfordshire)
- Representative from PCT Human Resources team
- Representative from PCT Training team
- Clinical governance representative.
- Black and minority ethnic staff advisory group and other relevant staff forum groups

Members of the public / service users / minority community representatives / other members of staff may be invited to the steering group on an ad hoc basis as appropriate.

Members not able to attend a meeting will be required to arrange for alternative representation.

The Steering Group may decide to set up smaller action groups and invite appropriate experts and community representatives to help with particular pieces of work.

2.1. A quorum shall be four members, including one Non-Executive Director or Executive Director and three others.

3. FREQUENCY

3.1. Meetings shall be Quarterly. The Chair of the group may request an additional meeting if they consider that one is necessary.

4. AUTHORITY

4.1. The ‘Equality and Diversity Steering Group’ is authorised by the CEO and Executives of the PCT, to investigate any activity within its terms of reference. It is authorised to seek any information it requires from
any employee and all employees who are directed to co-operate with any request made by this Group.

4.2. The Group is authorised by the CEO and Executives of the PCT to obtain outside legal or other independent professional advice and to secure the attendance of outsiders with relevant experience and expertise if it considers this necessary.

5. KEY OBJECTIVES

- To bring together representatives of the Board, PCT Directorates and Public and Patient Forum to lead on the development, implementation and monitoring of Equality and Diversity policies, strategies and action plans.
- To ensure that an understanding and recognition of equality and diversity issues is central to the PCT’s work across all Directorates and throughout the whole organisation.
- To understand and act on information about PCT service delivery (both commissioned and provider services) or policy issues which adversely affect specific minority or vulnerable populations in Oxfordshire.
- To understand and act on information about PCT employment policy and practice which adversely affect groups of staff or potential applicants for jobs.
- To develop and maintain up to date knowledge of current legislation and best practice to ensure the PCT meets all its statutory duties.
- To plan future work programmes on equality and diversity issues based on public involvement and using information systems we already have. This will include identifying gaps in data availability and taking action for improvement.
- Facilitate good communication on equality and diversity issues across the organisation, including access to high quality training for all staff.
- To ensure good communication with members of the public on development and implementation of the Equality and Diversity strategy.
- To work in partnership with other NHS trusts, statutory organisations and the voluntary sector to develop a culture that promotes equality and values diversity.

6. REPORTING

6.1. A report will be presented to the board once a year by the CEO and Executive, giving details of progress against current targets, future development plans and updates on legislation.

6.2. The steering group will ensure that all risks are incorporated into the Assurance Framework and Risk Register.

6.3. Each directorate representative will ensure good communication in their teams on their responsibilities in carrying out the legal duties and their specific responsibilities in the action plans.