

Final

THE PATIENT EQUALITY AND DIVERSITY STEERING GROUP

(PED)

Terms of Reference

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| Membership | <ul style="list-style-type: none"> • Deputy Director of Nursing & Midwifery (Chair) • Divisional Representative (4) • Head of Patient Experience • Head of Safeguarding & Dementia (Vice Chair) • Estates and Facilities Representative • Head of Informatics • PAL / Complaints |
| Quorum | <ul style="list-style-type: none"> • Chair / Vice Chair plus 5 other members |
| In Attendance | <ul style="list-style-type: none"> • HR Representative • Representatives of Corporate Directorates as and when required • PA to Head of Safeguarding & Dementia (minutes) |
| Frequency of Meetings | <ul style="list-style-type: none"> • Every 3 months |
| Accountability and Reporting | <ul style="list-style-type: none"> • Accountable to the Patient & Carer Engagement & Experience Steering Group • Highlight Report to Patient & Carer Engagement & Experience Group every 6 months • Minutes available to all Patient & Carer Engagement & Experience Group members on request • Annual report to the Patient & Carer Engagement and Experience Group on actions taken to comply with terms of reference |
| Date of Approval by Patient & Carer Engagement & Experience Group | |
| Review Date | <ul style="list-style-type: none"> • December 2018 |

THE PATIENT EQUALITY AND DIVERSITY STEERING GROUP

(PED)

Terms of Reference

1. Constitution

The Patient & Carer Engagement & Experience Group (PCEEG) hereby resolves to establish a Patient Equality and Diversity Steering Group (PED).

2. Purpose

The purpose of the Patient Equality and Diversity Steering Group (PED) is to champion and steer the work of Northampton General Hospital (NGH) so that the Trust is in full and positive compliance of equality and human rights legislation, regulations and codes of practice including NHS and DoH standards.

The aim is threefold, to lead, advise and inform on all aspects of policy making, and employment including various engagements related to equality and inclusion legislation and policy direction. In addition, the PED aim is to lead and monitor progress on the development of the action plan required in accordance with the NHS Equality Delivery System. (EDS). The PED will also monitor the development and delivery of the Patient Equality and Diversity strategy.

3. Membership

The Chair of PED this group is the Deputy Director of Nursing & Midwifery and the Vice Chair is the Head of Safeguarding and Dementia

The membership includes;

- Deputy Director of Nursing & Midwifery (Chair)
- Divisional Representative (4) with decision making responsibility
- Head of Patient Experience
- Head of Safeguarding & Dementia (Vice Chair)
- Estates and Facilities Representative
- Head of Informatics
- PALS / Complaints

4. Quorum, Frequency of meetings and required frequency of attendance

Deputy Director of Nursing & Midwifery or Deputy plus 5 other members will constitute a quorum. No business shall be transacted unless 3 members of PED are present. This must include not less than the Deputy Director of Nursing & Midwifery and in the event this person is not present, then the Vice Chair will chair the meeting.

The Deputy Director of Nursing & Midwifery will monitor compliance with the Terms of Reference and will bring any non-compliance to the attention of PED. In addition, the Director of Corporate Development, Governance and Assurance will ensure that there are aligned governance and reporting processes between PED and Patient & Carer Engagement & Experience Group to the Trust Board.

PED will meet every three months. The timing of this meeting will be aligned with the Patient & Carer Engagement & Experience Group to ensure timely cascade of information to and from PED.

Members of Patient Equality & Diversity Steering Group (PED) are required to attend a minimum of 75% of the meetings held each financial year and not be absent for two consecutive meetings without prior permission of the Chair of PED. Members of PED can nominate a deputy but not for more than two consecutive meetings without the prior permission of the Chair of PED. An attendance list will be kept and circulated to the membership with the minutes.

The membership can be adjusted at any point to reflect particular agenda items and work streams of PED.

5. In attendance

- PA to Head of Safeguarding & Dementia
- Representatives of Corporate Directorates, as and when required
- HR Representative
- Others as requested by the Chair of the Group

6. Authority

The Patient Equality & Diversity Steering Group (PED) is authorised by the Patient & Carer Engagement & Experience Group through the Director of Nursing & Midwifery to investigate any activity within its terms of reference. PED shall make recommendations to the Patient & Carer Engagement & Experience Group through the Director of Nursing & Midwifery, it deems appropriate on any area within its terms of reference where action or improvement is required.

7. Duties

7.1 Developing Policy

The Patient Equality and Diversity Steering Group duties are as follows:

- 6.1.1. To provide leadership, champion as well as steer the organisation on all matters related to equality, diversity and inclusion for patients.
- 6.1.2. To ensure compliance with the Equality Act 2010 including;
 - Publication of equality data for patients
 - Monitoring and reviewing equality analysis activity
 - Developing, reviewing and monitoring action plans in line with the Trust's Plan in response to both external and internal drivers.

7.2 Delivery of Service

- 7.2.1 Supporting staff such as to;
 - Ensure appropriate level of training for key staff is provided
 - Encourage all staff to take personal responsibility for promoting equality and inclusion.
- 7.2.2 Monitor progress, ensure adherence and publish annual reviews of progress of the PED Action Plan.
- 7.2.3 Ensure the effective communication and dissemination of the Action Plan and raise awareness of equality, diversity and inclusion issues across the Trust and where appropriate externally.
- 7.2.4 Keep the Trust Board fully informed of developments and progress of the Action Plan, meeting equality objectives, equality analyses and their outcomes.
- 7.2.5 Act as the Group where issues raised by staff, can be considered.

7.3 Developing Strategy

7.3.1 Develop the Trust Equality & Diversity strategy.

7.3.2 Monitor implementation of the strategy through the action plan.

8. Accountability and Reporting arrangements

The Patient Equality & Diversity Steering Group (PED) will report to the Patient & Carer Engagement & Experience Group through the Head of Safeguarding & Dementia through a highlight report. The highlight report shall draw to the attention of the Workforce Committee any issues that require escalation to the Board through the Chair of the Patient & Carer Engagement & Experience Group.

The Minutes of the meeting shall be formally recorded by Patient & Carer Engagement & Experience Group. Copies of the minutes of the meeting shall be available to all members of PED and the Patient & Carer Engagement & Experience Group.

The Patient Equality & Diversity Steering Group (PED) shall have the authority to establish sub-groups/task and finish groups for the purpose of addressing specific tasks or areas of responsibility. The terms of reference, including the reporting procedures of any subgroups must be approved by the Patient & Carer Engagement & Experience Group and reviewed annually.

Appendix 1 – provides a reference for the Accountability Framework of Committees and Groups reporting to the Board.

9. Compliance and Effectiveness

The Patient Equality & Diversity Steering (PED) will support the Patient & Carer Engagement & Experience Group and the Trust Board in discharging their responsibilities by providing objective assurance that processes are in place across the Trust to ensure that the Trust is in full and positive compliance of equality and human rights legislation, regulations and codes of practice including NHS and DoH standards. This information is provided through the Annual Equality and Diversity Report. This report will ensure that PED complies with its terms of reference to the Patient & Carer Engagement & Experience Group.

The report will also include information about the reporting to the Workforce Committee by its reporting groups or any task and finish groups established.

10. Administration

PED shall be supported administratively by the Head of Safeguarding & Dementia, whose duties in this respect will include:

- Maintain agenda against cycle of business and ensure alignment with the business cycle of the Patient & Carer Engagement & Experience Group and Trust Board.
- Agreement of the agenda with the Chair and attendees and collation of papers;
- Taking and issuing the minutes and preparing action lists in a timely way;
- Keeping a record of matters arising and issues to be carried forward to the Patient & Carer Engagement & Experience Group and Trust Board.

11. Requirement for review

These terms of reference of PED will be formally reviewed by the PED annually, and may be amended in consultation with the Patient & Carer Engagement & Experience Group to reflect changes in circumstances which may arise.

Appendix 1 – Accountability of reporting groups to Committees of Trust Board

