

Equality and Diversity Steering Group Terms of Reference

1. Membership

The Committee will comprise:

- Chief Nurse
- Medical Director
- Director of Governance
- Director of Workforce
- Trust Secretary
- A Divisional General Manager
- Head of Communications
- Deputy Director of Workforce
- Assistant Director of Nursing (Workforce and Strategy)
- Trust Union Convenor
- Head of Equality and Diversity
- Business and Environmental Project Manager

A quorum will be five members, including the Chair or a nominated deputy and at least three of the sub-group chairs.

The Chair of the Committee will be the Chief Nurse.

2. Attendance at meetings

Specialists will be invited to attend where an agenda item would benefit from their attendance.

The Assistant to the Assistant Director of Nursing (Workforce and Strategy) will attend as secretary to the Steering Group and maintain minutes of the meetings.

3. Frequency of meetings

Meetings shall be held quarterly.

4. Purpose

The primary purpose of the group is to drive the equality and diversity agenda forward within the services it provides and by the staff it employs to deliver those services.

This will be done by:

- Setting the strategic direction for equality and diversity in line with the Trust's values and strategy.

- To raising the profile of equality and diversity within the Trust, through monitoring progress of the Single Equality Scheme (SES) implementation.

5. Objectives

- To provide evidence of the Trust's performance in relation to the extent to which it demonstrates Sandwell and West Birmingham Hospitals NHS Trust is an equitable employer and values diversity.
- To ensure that the work undertaken as part of the Race, Gender and Disability Equality Schemes and the Sub groups is integrated into one framework and action plan for the Single Equality Scheme is executed.
- To oversee and monitor implementation of the Single Equality.
- To monitor and report on progress/lack of progress on the Single Equality Scheme Action Plan on a quarterly basis and within an annual report.
- To ensure that there are regular reporting mechanisms publishing to the public on the progress of this agenda.
- To ensure that the Trust is operating within the UK legislation in relation to Equality and Diversity.
- To consider how NHS policies and good practice documents might impact on the work that the Trust is undertaking in relation to Equality and Diversity.
- To ensure that all services, functions, proposed and existing policies, promote equality and the Trust is compliant with the statutory duty to carry out equality and diversity impact assessment.
- To ensure the Trust's compliance with HCC core standards concerning equality and diversity, through monitoring and review

6. Accountabilities and Reporting arrangements

The Equality and Diversity Steering Group is accountable to the Trust Board, which will expect the Steering Group to demonstrate that it has met its objectives and has delivered its work plan. This will be monitored through the presentation of a quarterly progress update to the Board.

Three subgroups are accountable to the Equality and Diversity Steering Group, the Chairs of which are included in the membership of the Steering Group:

- Workforce, chaired by the Deputy Director of Workforce
- Independent Living, chaired by the Assistant Director of Nursing (Workforce and Strategy)
- Service and Policy Assessment Group, chaired by the Director of Governance

The Steering Group will expect the subgroups to demonstrate that they have met their objectives and have delivered their work plans. This will be monitored through regular progress reports at the quarterly meetings of the Steering Group.

7. Review

The Steering Group's terms of reference will be reviewed on an annual basis.