

Equalities Advisory Panel Terms of Reference

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| Equalities Advisory Panel | | | |
| Purpose | | | |
| This Terms of Reference sets out the scope of the Equalities Advisory Panel work. | | | |

Equalities Advisory Panel Terms of Reference

Background and context

Salford Together Partnership

Salford Together is a partnership between Salford City Council, NHS Salford Clinical Commissioning Group (CCG), Salford Royal NHS Foundation Trust, Salford Primary Care Together and Greater Manchester Mental Health NHS Foundation Trust.

The partnership is working to transform the health and social care system in Salford by integrating health and social care, bringing the services of GPs, nursing, social care, mental health, community based services and voluntary organisations into a more joined up system that focuses on a person's individual needs and provides them with the support to manage their own care.

The partnership has a triple aim to:

1. Deliver better health and social care outcomes
2. Improve the experience of service users and carers
3. Reduce overall health and social care costs

The existing programme governance was designed around the Integrated Care Organisation (ICO) and Salford Together's work on integrating health and social care for Salford citizens aged 65+. Now further along in this work, integrated care is being widened to include all adults aged 18+ and is working towards a more joined up system that is person-centred, providing people with the support they need to manage their own health and care.

Health inequalities and poorer health outcomes are linked to wider inequalities and therefore the Equalities Advisory Panel's role will be crucial in offering scrutiny of care strategies and diversity plans, ensuring wider and fairer representation across all services. This work will be reflected in evidenced improvements in both better health outcomes and a more diverse and representative workforce at all levels.

Separate from the statutory Equality Duty placed on this programme, there is an urgent need to address and reduce inequalities to improve inclusion and patient and citizen health outcomes as part of the programme's targeted and wider work-streams.

An Equalities Advisory Panel will sit on the 'frontline' of this work, representative of equalities groups and marginalised communities. Tasked with scrutinising the impact of proposed changes and feeding in intelligence of the realities of inequalities, advising on practices to reduce barriers and increase inclusion into changes locally and system wide.

Equality Advisory Panel

The establishment of this panel is an approach to equality, diversity and inclusion for Salford Together and NHS Salford Clinical Commissioning Group (CCG), to ensure the partnership and

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the CCG meets its moral and legal obligations to promote equality to improve access to services, patient experience and improve health outcomes for the population of Salford.

The panel will provide advice and scrutiny to the Integrated Care Programme and the CCG on a range of equality and inclusion issues, to ensure that the programme takes account of the needs of the diverse population of Salford, ultimately driving the improvement of health outcomes and reducing the risk of unnecessary challenge.

Membership is open to Third Sector* / community organisations and groups that represent the wide and diverse communities of Salford to join Equality and Diversity leads from each of Salford Together's partner organisations who will be sitting on this panel.

Membership considerations are made based on a number of factors, with particular attention being paid to representation and inclusion of groups working with those with 'Protected Characteristics.'

** Please note that here the term 'Third Sector' organisation refers to any organisation within the 'third sector' including voluntary, community and faith groups, community enterprises, co-operatives and other not-for-profit organisations with a social purpose.*

Role and remit of the panel:

The role of the Equalities Advisory Panel is to provide advice and make recommendations on a range of equality, diversity and inclusion issues and to offer scrutiny of strategies and plans to ensure inclusivity. This scrutiny will also ensure that the programme avoids unintentionally disadvantaging or discriminating against people with protected characteristics.

Utilising member's expertise and experience of equality matters, panel members are accountable to and representing the interests of citizens, especially equality groups and those with protected and intersectional characteristics, in the Integrated Care Programme decision making process.

Measure progress of equalities work against agreed objectives and report on this progress higher up the governance structure to drive forward and prioritise inclusion and equality matters.

To annually review the effectiveness, impact and function of the panel and contribution of representing members against the '*purpose of the panel*' to ensure impact, reach and progress is being made against agreed objectives and work.

Purpose of the panel:

- To ensure all decisions on service change are based on fairness and inclusion;
- To update and provide guidance to the Integrated Care Programme on equality and inclusion issues, compliance and legislation;

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- To quality assure and scrutinise the delivery and completion of Equality Analysis (EA) and Equality Impact Assessments (EqIA);
- To scrutinise the implementation of any recommendations made to mitigate the negative impact of changes to service delivery;
- To ensure the information gathered from groups with 'Protected Characteristics' inform decision making processes;
- To identify any gaps in the programme engagement and communication processes and make recommendations to ensure groups with Protected Characteristic and seldom heard groups are given a voice; and
- To cascade messages regarding proposed changes to services to equality groups within their relevant areas.

Responsibilities and Behaviours:

All representing panel members are responsible for keeping their organisations informed of panel activities and agreed actions.

Any conflict of interest should be declared at the appropriate time and at the beginning of meetings.

The Chair ensures:

- That a shared culture, common purpose and trust is developed through a collaborative leadership style
- Each representing member has the opportunity of equal contribution
- Meetings are conducted in an inclusive, professional and open manner
- Decisions are clear and required actions are identified with timescales and responsibility assigned

Representing members:

- Participate in the work of the panel and make every effort to attend meetings and constructively contribute
- Take forward and progress any actions they have agreed to and report back
- Engage with and be accountable to the group, organisation or community that they represent
- Make informed recommendations on equality matters
- Report back any open, non-confidential matters and discussions to the group, organisation or community that they represent
- Endorse and work within the collaborative and inclusive approach of the panel

Accountability and Authority:

- The panel reports into the Advisory Board
- The agenda of the meeting will be agreed by the Chair

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- Minutes will be recorded and made available to the public
- Advice and recommendations will be made to the Equalities Advisory Panel for their endorsement and then recorded in writing
- The Equalities Advisory Panel will be supported by and support specific working groups as required and agreed by the panel

Confidentiality:

All efforts will be made to make documents and discussion that are relevant and non-confidential available to the public.

If an agenda item or document is confidential, this will be clearly stated on the agenda and document. In such cases representing members will respect confidentiality in relation to any sensitive information.

Reporting:

The Equalities Advisory Panel will report to the Advisory Board and is ultimately accountable to this Board, as part of the Salford Together governance structure.

Membership:

Representing panel members will be drawn from equality representatives from the CCG, Salford City Council, NHS Trusts, Third Sector /community organisations and will be accountable to and representative of their organisation/community.

Members will be expected to be able to work cooperatively and collaboratively with others and be committed to all equality issues.

There is no maximum number of sitting representing members but the effectiveness of the panel's size will be reviewed from time to time.

The minimum for quorate will be reached when at least half of the membership are in attendance at the meeting.

| Name and Role | Panel Role | Organisation |
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| Salford Together partner organisations equalities representatives | | |
| Role of 'equalities lead' | Representing panel member | NHS Salford CCG |
| Role of 'equalities lead' | Representing panel member | Salford Primary Care Together |

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| Role of Principal Policy and Equalities | Representing panel member | Salford City Council |
| Role of Equalities and Inclusion Specialist Advisor | Representing panel member | Salford Royal NHS Foundation Trust (Equalities Department) |
| Role of Salford Lead for Equalities and Diversity (Consultant Clinical Psychologist) | Representing panel member | Greater Manchester Mental Health NHS Foundation Trust |

