

NHS South East London Integrated Care Board South East London Staff Equality, Diversity and Inclusion Committee

Terms of Reference

FINAL - 14 June 2022

1. Purpose

The South East London Staff Equality, Diversity and Inclusion Committee (Staff ED&I Committee) has a fundamental role in ensuring that ED&I priorities and best practice is shared across the SEL ICS partnership. The Staff ED&I committee has delegated authority from the SEL ICB People Board and has the responsibility to ensure that the commitments of the ICB, the London Region and ultimately the national People Promise regarding ED&I, are met.

The Staff ED&I committee will be the central decision-making committee for all ED&I set priorities set by the ICB. The committee will oversee delivery of agreed EDI priorities, recognising areas for funding and staff groups for targeted development. This committee will also ensure that a meaningful commitment to EDI is properly incorporated in both design and delivery of interventions across the system. The Staff ED&I committee will ensure that all health and care staff, regardless of employer, have access to the support and opportunities they require to enable them to continue to deliver high quality care across all settings in South East London.

The committee will work as a strategic advisory group and approve the commissioned services for staff ED&I at an ICB level. The committee will provide oversight and assurance to the People Board against the People Plan, London workforce race equality plan and associated performance metrics.

2. Role & Responsibilities

The Staff ED&I Committee has delegated authority from the SEL ICB People Board and reports progress to the SEL ICB People Board. Staff ED&I Committee has the responsibility to ensure that the Staff ED&I commitments of the ICB and wider partnership are met through collaboration. The role of the Staff ED&I Committee is to provide ICB level advice, oversight, assurance and make decisions in relation to Equality, Diversity and Inclusion that:

- ensures there is a strategic and unified focus on the ED&I across South East London, regardless of employer or sector
- oversight of the delivery of the ED&I medium term strategy/roadmap ensuring measurable progress is delivered across all work streams
- provides an equity of allocation of resource, support and focus across all health and care settings to meet the promises set out in the strategic plan
- champions a unified approach to bring the best from each sector that is consistently applied to all staff across health and care, delivering the NHS People Promise for compassionate and inclusive employer in all sectors
- sets up Centre of Excellence to set the minimum standards and expectations for EDI, training, development and best practice, including: Just Culture and other areas that have been agreed to as part of the overarching priorities
- develops networking opportunities across stakeholders to further ED&I initiatives
- ensures that the diverse needs of staff are taken into account across the Sector and through the People Board and link to the health and wellbeing work programmes
- provide advice and guidance to the SEL ICB Head of Staff Health and Wellbeing and ED&I
- ultimately act as an advocate ED&I practices across South East London regardless of profession, employer or position.
- support continuous review of developments whilst ensuring actions are taken to address barriers and learnings.

3. Governance and Decision Making

The South East London Equality, Diversity and Inclusion Committee is a formal sub-committee to the SEL People Board and ultimately through to SEL Integrated Care Board.

The Committee has delegated authority from the People Board to make decisions and recommendations regarding any funding allocation received across the partnership related to the Equality, Diversity and Inclusion in the Sector.

The committee will be serviced by the SEL ICB Workforce Programme Team through the Head of Staff Health and Wellbeing and ED&I.

The committee will consider progress reports and financial schedule updates on a half-yearly basis for assurance purposes. Funding bids and other regional or national submissions will be brought to the Committee as and when required.

The committee will convene task and finish groups to work on particular areas of focus to ensure a wider range of experts from across the Sector are involved in the development of the offer. Examples include standardisation of workforce data; development of one approach to EDI and creating centre of excellence.

The Committee may, from time to time, commission research studies; test and learn studies or seek expert advice, the outputs from which will be considered in a timely way as and when necessary.

4. Membership

A key principle of membership is that it has senior decision-making authority and represents health and care organisations across the sector.

Members of the Staff ED&I Committee will have a passion for ED&I and have a role or insights that contribute to the formulation of an evidence-based approach and one that makes the most of our assets.

It is expected that members will act as a unitary member of the Committee whilst providing a link back to their own organisation, profession, borough or part of the system.

The membership will also provide a link into other ICB established groups to ensure cross-pollination of ideas, insights and a wider discursive agenda regarding the ED&I approach of sectors. It is noted that some members may cover more than one role on the membership in order to keep the Committee to ten members or less.

Membership:

- Chair - Director for Strategy & People, Oxleas NHSFT.
- ICS ED&I SRO(s)
- Primary Care representative, ideally from the Primary Care Leadership Group
- Provider Trust representative, ideally an expert in ED&I
- Social Care representative
- Wider charity and voluntary sector representative

- Head of Staff Health and Wellbeing and ED&I
- Staff Health and Wellbeing SRO from the HRDs Group.

Also in attendance

- Chairs of the Task and Finish Groups and the meeting secretary from the ICB Workforce Programme.

5. Frequency

The Group will meet bi-monthly, the opposite month to the People Board with business conducted in meetings of no more than 90 minutes duration.

6. Quorum

The group will be quorate with the Chair and at least three other members in attendance, two of which are to be outside the ICB Workforce Programme. Decisions will be taken on a majority basis.

7. Administration & support

The group will be supported by the ICB Workforce Programme Team and papers will be issued a week before the scheduled meeting date.

8. Review

The SEL Staff ED&I Committee will carry out continuous self-assessment of its effectiveness against the terms of reference. The SEL People Board will also review the effectiveness of the ED&IC as part of its annual review of the ICB people governance.

The terms of reference and membership of the Committee will be reviewed no less than annually.