

## **NHS South East London Integrated Care Board**

### **ICB Equalities Sub-Committee**

#### **Terms of Reference**

Version dated – FINAL 27.03.23

#### **1. Purpose**

The ICB Equalities Sub-Committee is established to support the South East London Integrated Care Board (SELICB) to make demonstrable improvements in equality, diversity and inclusion (EDI) for the organisation's staff, as well as for people and communities that are affected by the activities of SELICB.

The Equalities Sub-Committee supports SELICB to meet the following corporate objectives:

1. Improve outcomes in south east London population health and health and care services
2. Tackle inequalities in outcomes, experience and access experienced by the residents of south east London
3. Enhance productivity and value for money in the use of health and care resources in south east London
4. Help the NHS support broader social and economic development in south east London

The Sub-Committee will provide support and advice to SELICB's leadership on the EDI agenda, ensuring that there are clear objectives, progress on, and evaluation of all related plans. The Sub-Committee will report directly and regularly to the SEL ICS People Board.

The Sub-Committee will ensure that there is effective reporting on all required standards including the annual Public Sector Equality Duty (PSED) including Equality Objectives, Gender Pay Gap, Workforce Race Equality Standard (WRES), Workforce Disability Equality Standard (WDES) and the Equality Delivery System

and provide assurance to the ICB People Board that appropriate responses are in place.

The Sub-Committee will role model good practice as well as working with ICS partners and actively considering the opportunities and requirements for this agenda across the South East London health and care system.

## **2. Duties**

Promote, support, advise and make recommendations to the organisation's People Board to embed the values of equality, diversity and inclusion (EDI).

Provide assurance to the People Board that the statutory requirements for EDI are met both in terms of the south east London population and SELICB's workforce.

Support the organisation in embedding equalities good practice in all of its activities and functions.

Develop and agree an EDI strategy and annual workplan that links to the SELICB strategic direction and identifies actions to deliver statutory equality objectives.

Oversee the delivery of actions within the SELICB EDI strategy and Equality Delivery Plan, recommending mitigating actions for implementation where this is off track.

Ensure that commissioning and engagement activities, pay due regard to individuals with protected characteristics (although there are 9 in law, SELICB considers 11 [including carers and socio-economic deprivation]<sup>1</sup>), ensuring that approaches maximise the input of these users' experiences to inform effective planning and delivery of services to meet the needs of the south east London population.

Monitor uptake of Equality Analysis (EAs) and to set up a panel to regularly review a selection of high profile EAs in development to ensure quality and efficacy of impact assessments.<sup>2</sup>

Recommend objectives for the organisation, to the People Board, which recognise areas of challenge or ambition beyond statutory targets where appropriate.

Provide assurance that SELICB is compliant with legal and national guidance, including the Public Sector Equality Duty (PSED) including Equality Objectives, Gender Pay Gap, Workforce Race Equality Standard (WRES), Workforce Disability Equality Standard (WDES) and Equality Delivery System.

Undertake a collaborative approach with South East London ICS partner organisations to provide any assurance, required by NHS England, on the delivery of EDI requirements.

Proactively identify opportunities to share learning collaboratively across the South East London Integrated Care System.

---

<sup>1</sup> To be raised and agreed with relevant committee

<sup>2</sup> Coordinate with new forward planning group. Key leads to be periodically invited to discuss EAs.

### **3. Membership and attendance**

The committee will operate with the following membership:

- ICB Chief of Staff (Chair)
- Director of Corporate Operations (Vice Chair)
- Chief Nursing Officer or deputy
- Senior Planning directorate representative
- Director of System Reform
- Healthwatch Representative
- Director of HR & OD
- Assistant Director of Engagement
- Senior Equality, Diversity and Inclusion Manager
- Equality, Diversity and Inclusion Manager
- Director of Population Health & Equalities, SELICS
- Representatives from Local Care Partnerships (*PELs to agree*)

The following representatives will be in attendance:

- Staff network chairs (Embracing Race and Diversity and LGBTQ+)

The Senior Equality, Diversity and Inclusion Manager, with support from the governance team, will have management responsibility for the committee, developing the agenda and papers and signing off with the Chair.

Other staff, officers, or executives from inside or outside the organisation will attend the committee by invitation or at the request of the Chair where required.

### **4 Chair of meeting**

The meeting will be chaired by the Chief of Staff. The Director of Corporate Operations will be the Vice Chair.

### **5 Quorum and conflicts of interest**

The quoracy of the Sub-Committee is 75% of members but this must include the Chair or Vice Chair.

The Sub-Committee will operate in accordance with NHS England guidance and national policy requirements and will abide by SELICB's standards of business conduct. Compliance will be overseen by the Chair of the Sub-Committee.

The Sub-Committee agrees to enact its responsibilities as set out in these terms of reference in accordance with the Seven Principles of Public Life (the Nolan Principles).

Sub-Committee members will be required to declare any interests they may have in accordance with SELICB's Conflict of Interest Policy (included within the Standards of Business Conduct policy). Members will follow the process and procedures outlined in the policy in instances where conflicts or perceived conflicts arise.

## **6. Decision-making and reporting**

Whilst the committee does not have delegated powers, it reports directly into the ICB People Board which will consider and approve any recommendations that it makes.

The Sub-Committee will work closely with the Care and Clinical Professional Committee (CCPC) to ensure that issues identified in the CCPC are appropriately discussed by the Equalities Sub-Committee and can easily advise on approaches or decisions of the CCPC.

Where a decision is required, it is expected that this will be reached by consensus. Where a vote is required to decide a matter, each member may cast a single vote and in the event of a tie the Chair of the meeting will have a second deciding vote. A decision will be made on a simple majority.

## **7. Frequency**

The Sub-Committee will meet every other month with a minimum of four times over the course of a year.

Other informal meetings or working groups may be held between formal meetings; these should report back to the ICB Equalities Sub-Committee.

All members will be expected to attend all meetings or to provide their apologies in advance should they be unable to attend.

Members are responsible for identifying a suitable deputy should they be unable to attend a Sub-Committee meeting or ensuring comments on papers are provided in advance. It would be envisaged this would be no more than two meetings a year. Deputies will not count towards the quoracy.

Arrangements for deputies' attendance should be notified in advance to the Chair and meeting secretariat.

Sub-Committee members and staff from SELICB are expected to contribute to reasonable requests for information and input to the work undertaken by the Sub-Committee.

## **8. Secretariat and administration**

Sub-Committee papers will be made available five working days in advance to allow members to discuss issues with colleagues ahead of the meeting. Sub-Committee members are responsible for seeking appropriate feedback.

The Sub-Committee will report on its activities to the SELICB People Board through the Chief of Staff on a quarterly basis. These reports will summarise key points of discussion, the key assurance activities undertaken by the Sub-Committee, key risks or issues, and any recommendations to the People Board.

The minutes of the EDG meetings shall be formally recorded and submitted by the governance team to the SELICB People Board for the purposes of assurance.

## **9. Review of Arrangements**

The Sub-Committee shall undertake a self-assessment of its effectiveness on at least an annual basis. This may be facilitated by independent advisors if the Sub-Committee considers this appropriate or necessary and the budget is available.

These terms of reference shall be reviewed by the Sub-Committee, Chair and Senior Equality, Diversity and Inclusion Manager on an annual basis, with changes proposed for approval to the SEL ICS People Board.