# Equalities, Diversity and Inclusion Group

# Terms of Reference (TOR)

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| **Version:** | **Owner:** | **Created:** |
| 2.0 | Mike Duncan (Director of People & OD) | 9th September 2022 |
| **Published:** | **Approving Director:** | **Next Review** |
| 15th November 2023 | Rhys Hancock (Director of Nursing, AHPs, and Governance) | 8th November 2025 |

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## Purpose

To ensure BrisDoc becomes the most equitable organisation it can be and is accountable and transparent in all aspects of equality, diversity, and inclusion for colleagues and patients.

The Equalities, Diversity and Inclusion (EDI) Group is responsible for identifying, promoting and embedding EDI best practice in BrisDoc, and to raise awareness of and offer guidance, resources and signposting on EDI issues to co-owners for the benefit of all colleagues and all patients.

## Responsibilities

The EDI Group will perform the following key functions:

### 1. Leadership

* Provide leadership within a framework of EDI best practice for the benefit of BrisDoc colleagues and patients
* Challenge BrisDoc as an institution in terms of our practice, approach, and development of EDI

### 2. Culture

* Promote and embed a positive EDI culture within BrisDoc, with staff and for patients, and in particular in support of under‐represented or disadvantaged individuals and groups

### 3. Strategy

* Advising the relevant organisational decision-making bodies on strategic policy developments relating to equality and diversity and their integration into BrisDoc’s overall strategic plans
* Encourage and assist Services in the effective integration and implementation of BrisDoc equality and diversity strategy into Service plans.
* Establish project groups as required to investigate, report on and implement work on specific dimensions of equality and diversity issues.

### 4. Governance

* Ensure that national policies and legislative requirements are effectively addressed and implemented
* Formulating and, where necessary, proposing revision to policies and procedures relating to equality and diversity
* Keeping under review all areas of BrisDoc’s practice in regard to equality and diversity.
* Monitoring and evaluating the implementation and effectiveness of BrisDoc’s equality and diversity policy, procedures and plans.

### 6. Communication

* Ensure an effective communication channel exists between the Service Leadership, staff, patients and the local health economy
* Provide clear communication on the outcomes of the EDI Group to senior management, patients and all staff

### 7. Collaboration

* Maintain appropriate consultation and collaboration with all external partners within BNSSG, communities, and other service providers to ensure EDI initiatives address local and regional EDI challenges
* Develop and enhance collaborative external partnerships within communities to support improvements to equality of health and wellbeing

## Co-owners Council Engagement

The EDI Group will maintain a clear channel of communication with the co-owners’ council, so that both parties are able to share information and consult one another as appropriate. This will ensure that the co-owners’ council remains part of this group’s consciousness when making key decisions.

## Membership

The membership of the Group will be comprised of;

* Director of People (Chair)
* Non-executive Director focused on EDI
* EDI Project Manager
* Medical Director
* Patient representative
* Health and Safety representative
* Urgent Care representative
* Practice Services representative
* Business Services representative

In addition, any co-owner who has the passion and desire to support ED&I within BrisDoc or for our patients and their communities will be welcome within the group.

Co-owners may request to join the group if particular issues or projects arise that require expertise from individuals other than substantive members.

Members will have a clearer understanding of good equalities practice and increased knowledge and awareness of issues affecting equalities groups and will be empowered to implement effective equality, diversity and inclusion strategies and activities in their Services and across BrisDoc.

## Frequency

The EDI Group will meet every two months. Additional exceptional meetings can be called by the chair as required.

## Quoracy

A minimum of four members to be present for a decision to be made.

## Reporting and Accountability

The EDI Group is accountable to the Patient Board and the People Board. The Chair will report to these boards on the activity and outputs of the EDI Group.

## Review

The TOR for the EDI Group will be reviewed annually.

### Version Control

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| --- | --- | --- | --- |
| **Version** | **Date** | **Author** | **Changes Overview** |
| V1.0 | 9th Sept 2022 | Mike Duncan (Head of People) | Initial TOR |
| V2.0 | 8th November 2023 | Mike Duncan (Director of People) | Change to Job Title for Director of People. |

## Agenda Template

|  |  |  |
| --- | --- | --- |
| **Number** | **Item** | **Presenter** |
| 1 | Introductions, Apologies & Conflicts of Interest | Chair |
| 2 | Previous Minutes and Action log | Chair |
| 3 | Activity & Performance (KPIs) | All |
| 4 | Items for Discussion | All |
| 5 | AOB | All |
| 6 | Comms from the meeting/Items for Escalation | Chair |