

Equality and Diversity Strategy Group

Constitution and Terms of Reference

1. PURPOSE

- 1.1 To support NHS Fife in fulfilling its Equality and Diversity obligations in line with legislation and national guidance.
- 1.2 To recommend and guide actions to progress NHS Fife Equality and Diversity agenda.
- 1.3 To monitor, review and report on progress of the Equality and Diversity Agenda.

2. COMPOSITION

2.1 Membership of the Equality and Diversity Strategy Group will be drawn from the main operational units and key partners and stakeholders including:

- Executive Lead for Equality and Human Rights
- Equality and Human Rights Lead
- HR Lead for Equality and Diversity
- Equality and Diversity Operational Leads:
 - Kirkcaldy and Levenmouth CHP
 - Glenrothes and North East Fife CHP
 - Dunfermline and West Fife CHP
 - Operational Division
 - Corporate Services and Public Health
- Community Safety Representative
- Department of Spiritual Care
- Estates and Facilities Representative
- Fairness, Race Awareness & Equality Fife (FRAE Fife)
- Fife Society for the Blind
- Gender Based Violence Nurse Advisor
- Head of Learning and Development
- Mobility and Technology Services Manager
- 2 PFPI members
- Public Partnership Forum Development Co-ordinator
- Staff Side Representative

3. MEETINGS

- 3.1 The Group will meet every three months.
- 3.2 Meetings are chaired by the Executive Lead for Equality and Human Rights NHS Fife.

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- 3.3 Members unable to attend should make arrangements for a representative to attend in their place.
- 3.4 The meeting will be quorate when 4 members are present.
- 3.5 Non-members invited to present specific agenda items will be noted on the minutes as having been in attendance.

4. REMIT

The Equality and Diversity Strategy Group will:

- 4.1 Establish and lead work streams and short life working groups as required to progress the strategic direction of Equality and Diversity in NHS Fife.
- 4.2 Develop, implement and monitor progress of Equality Outcomes and Specific Duties.
- 4.3 Embed Equality Impact Assessments (EQIA) throughout the organisation. Ensure there is consistency and monitor improvement for patients and employees.
- 4.4 Promote good practice in relation to Equality and Diversity.
- 4.5 Support Operational Leads to provide assistance to main operational units to meet legislative and policy requirements link govern by Equality and Diversity.
- 4.6 Work with key partners, stakeholders and agencies within Fife to develop joint outcomes.
- 4.7 Work with national and international partners on areas of mutual benefit.
- 4.8 Provide advice and recommendations to NHS Fife Board and Strategic Management Team.
- 4.9 Establish and monitor a process of engagement with the public and service users.

5. AUTHORITY

The Committee is authorised by the Board to investigate any activity within its Terms of Reference, and in doing, is authorised to seek any information it requires from any employee.

In order to fulfil its remit, the Equality and Diversity Strategy Group may obtain whatever professional advice it requires and require directors or other officers of the Board to attend meetings.

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6. REPORTING ARRANGEMENTS

- 6.1 The Dunfermline and West Fife General Manager is the NHS Fife Executive Lead for Equality and Human Rights and is a member of NHS Fife Strategic Management Team.
- 6.2 The Equality and Diversity Strategy Group is accountable to NHS Fife Board and will regularly report through the established DWF CHP Clinical Governance Group arrangements, and to the CHP Committee and NHS Fife Patient Focus Public Forum Standing Committee.

Revised (February 2013)

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

Confirmed by the Equality and Diversity Strategy Group date – February 2013

To be reviewed date – February 2014

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