

Appendix B

TERMS OF REFERENCE

NAME OF GROUP	Corporate Equality and Human Rights Group
TYPE OF GROUP	Management Group

1	Purpose of the Group
	<p>The Corporate Equality and Human Rights (CEHR) Group will have regard to the NHS Constitution and oversee and ensure the effective and efficient delivery of all statutory and mandatory Equality and Human Rights duties required within NHS Sheffield.</p>

2	Objectives of the Group
	<ul style="list-style-type: none">• Ensure that NHS Sheffield complies with key legislative requirements of public authorities and delivery of relevant Equality and Human Rights Standards• Ensure the Equality, Diversity and Human Rights Strategy and action plan is implemented.• Performance management of the Single Equality Scheme Action Plan.• Ensure that there is capacity and capability to deliver the Equality and Human Rights Agenda within the organisation• Ensure that Governance arrangements are in place in respect of reporting and accountability within Directorates.• Engage each Directorate, via their representative on this group and receive reports, to ensure the delivery of the strategy• Influence organisational change and support good practice within NHS Sheffield, and identify risks to delivery.• Influence training programmes for staff• Drive up standards in commissioned services by agreeing standards / targets for service level agreements and contracts, and monitor performance of providers.• Ensure the Board receives statutory annual up-dates of the Equality Schemes.• Report to the Governance Group bi-monthly.

3	<p>Membership</p> <ul style="list-style-type: none"> • Executive Chair - Director of Standards and Engagement • Deputy Chair – Deputy Director of Standards • Convenor – Professional Standards Manager <ul style="list-style-type: none"> • Nominated representative from each Directorate as follows: <ul style="list-style-type: none"> • Finance Directorate – Healthcare Procurement Manager • Performance Directorate – Head of IT • Strategy Directorate – Deputy Director of Strategy • Public Health – Deputy Director of Public Health • Corporate Services – Facilities Officer • Associate Directors of Provider Services <p>In addition staff who have work responsibilities linked to the equalities agenda</p> <ul style="list-style-type: none"> • Disabilities Strategy and Specification Manager • Head of Patient Experience and Engagement • Head of Human Resources • Older People’s Strategy and Specification Manager • Pacesetters Lead <ul style="list-style-type: none"> • Representatives from appropriate staff groups <ul style="list-style-type: none"> • Black Workers’ Support Group • LGB Staff Support Group • Other groups as they develop <p>All nominated representatives must send a deputy if they are unable to attend</p>
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4	<p>Quorum</p> <p>One third i.e. 5 members to include Chair or nominated deputy.</p>
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5	<p>Frequency of Meetings</p> <p>Bi-monthly</p>
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6	Accountability
	The CEHR Group is accountable to the Governance Group and therefore the Board.

7	Inception of group and review responsibilities	
	Date of group inception	June 2007
	Date of last review in terms of membership	February 2010
	Name of Chair/Lead who is responsible for reviewing terms	Penny Brooks Cordon
	Date of next review	March 2011