

## TERMS OF REFERENCE

1.	<b>Title</b>	<b>Equality Delivery System – Locally Empowered Advisory Delegates</b>
2.	<b>Accountable to:</b>	<b>To the local population of Luton</b>
3.	<b>How is accountability demonstrated?</b>	To support NHS organisations, as a critical friend to adhere to compliance with NHS Equality Delivery System; NHS Equality Council; Care Quality Commission; NHS Constitution Assurance Framework; and National benchmark exercises.
4.	<b>Purpose of Group</b>	To provide a community ‘voice’ and input, with regard to supporting the development, consultation, engagement, management and the timely and effective implementation of new Equality Objectives, in line with NHS Equality Delivery System requirements by April 2012.
5.	<b>Agreed Terms of Reference</b>	<b>Details</b>
A.		To ensure respective NHS organisations effectively plan and implement a timely set of Equality <u>Objectives</u> , that reflect clear local health needs, a vision for reducing health inequalities and improving access, and that this ethos is firmly bought into by both the commissioning sources, provider partners and staff employed.
B.		To ensure that respective NHS organisations effectively manage the required engagement arrangements across protected characteristics as defined within the public sector Equality Duty and the evidence compilation to a verifiable standard, in partnership with providers, Commissioners, staff, patients and other stakeholders.
C.		To ensure that respective NHS organisations have demonstrably considered all relevant staff, providers, Commissioners, patient, partner and community evidence, as part of its self assessment submissions re: the <i>EDS - Goals and Outcomes</i>
D.		To ensure that respective NHS organisations have accurately supported, assessed and RAGP rated (Red, Amber, Green, Purple) <u>respective or agreed common performance</u> against the Equality Delivery System bench markings, for formal publication.
E.		To ensure respective NHS organisations provide timely, suitable update reporting for any respective assurance and equality, diversity steering group submission.

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<b>F.</b>	To support assurance that respective Trust boards, GP consortia, commissioning arms and their equality and diversity steering committees, that the regional Equality Delivery System meets both legal, ethical and compliance standards set by Equality Act 2010, Care Quality Commission and appropriate NHS Constitution Assurance Frameworks.
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<b>6.</b>	<b>Membership (name, titles and organisations)</b>
	<p>Everton Blake, Chief Executive, Voluntary Action Luton</p> <p>Ann Brown, Health &amp; Wellbeing Lead, Luton LINKs</p> <p>Mir Juma, Director, Centre for Youth &amp; Community Development</p> <p>Deanne Clarke, CEO, Impact</p> <p>Hully Wolderufael, Director, Changing Lives</p> <p>Muhammed Miah, Faith representative, Council of Faiths</p> <p>Sandra Glen, CEO, Diversity in Social Enterprise</p> <p>Fitzroy Wilson, Manager, Nyabingi</p> <p>Collette McKeaveney, Director, Age Concern</p> <p>Samera Shah, Young Person`s representative, Health Ambassadors Programme</p> <p>Learning Disability Partnership Board (Rep TBC)</p>

<b>7.</b>	<b>Chair of Group</b>	<p>Everton Blake</p> <p>Ann Brown (Deputy Chair)</p>
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<b>8.</b>	<b>Secretary</b>	Mina Jesa/Roy Ebanks (until April 2012)
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<b>9.</b>	<b>Quorum</b>	N/A
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<b>10.</b>	<b>Delegated limits</b>	N/A
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<b>11.</b>	<b>Decision Making</b>	Compliance with Equality Act 2010; NHS Equality Delivery System - Equality Objectives
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<b>12.</b>	<b>Frequency of meetings</b>	<p>Every three weeks until March 2012 (TBC)</p> <p>Quarterly From April 2012 –March 2013</p>
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<b>13.</b>	<b>Papers</b>	<p>Agenda - 3 working days</p> <p>Action Points - 3 working days</p> <p>Any evidential paperwork circulated as required and agreed</p>
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<b>15.</b>	<b>Reports from and to</b>	The wider community via PCT website, VAL website, LINKS website and any other relevant publications
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<b>19.</b>	<b>Lifespan of Group</b>	January 2012 – March 2013
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<b>16.</b>	<b>Freedom of</b>	Meetings will be held in private but minutes will
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	<b>Information</b>	<p>not be exempt.</p> <p>The local interest Group will observe the requirements of the Freedom of Information Act 2000, which allows a general right of access to recorded information held by members, including minutes of meetings, subject to the specified exemptions, including Data Protection and Caldecott Guardian principles.</p>
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**Original Terms of Reference Agreed:** 11th January 2012

**Owner:** Voluntary Action Luton

**Title:** Everton Blake (Chair of VAL)

**Date:** 11<sup>th</sup> January 2012

**Issue:** 1

**Next Review Date:** April 2012