



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Caerdydd a'r Fro
Cardiff and Vale
University Health Board

EQUALITY, DIVERSITY & HUMAN RIGHTS SUB COMMITTEE

Terms of Reference and Operating Arrangements

1. INTRODUCTION

- 1.1 In line with Standing Orders (3.3.1) and the University Health Boards (the UHB's) Scheme of Delegation, the People, Planning and Performance Committee has established the Equality, Diversity & Human Rights Sub Committee to carry out specific aspects of Committee business on its behalf. The detailed terms of reference and operating arrangements in respect of this Sub Committee are set out below.

2. PURPOSE

The purpose of the Equality, Diversity & Human Rights Sub Committee ("the Sub Committee") is:

- 2.1 to provide advice to the People, Planning and Performance Committee / Board on the Equality, Diversity & Human Rights(EDHR) implications of plans and policies that the Committee/Board is considering for approval;
- 2.2 to seek and provide assurance to the People, Planning and Performance Committee that Equality, Diversity and Human Rights (EDHR) responsibilities are embedded across the UHB in service access, service delivery, employment practice, patient and public involvement, commissioning and partnership arrangements;
- 2.3 to seek and provide assurance that the UHB's legal responsibilities for Equality, Diversity, Human Rights, the rights of the Child and Welsh Language are being met through the implementation of its Strategic Equality Plan and Objectives.;
- 2.4 to seek and provide assurance of continuous improvement against the Health and Care Standards - Standard 6.2 – Peoples Rights;
- 2.5 to recommend for approval to the People, Planning and Performance Committee or the Board relevant policies, and approve procedures and plans as delegated by the Board.
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3. DELEGATED POWERS AND AUTHORITY

- 3.1 The Sub Committee will, in respect of its **provision of advice** to the People, Planning and Performance Committee / Board;
- Consider drafts of UHB operational, medium-term and financial plans from a Equality, Diversity and Human Rights perspective;

- Provide horizon scanning advice to inform longer-term planning arrangements.

3.2 The Sub Committee will, in respect of **decision making powers**:

- Approve Equality, Diversity & Human Rights and Welsh language Plans as delegated by the Board;
- Approve procedures and other written control documents as delegated by the Board and People, Planning and Performance Committee.
- Approve and ensure publication of the Annual Equality Diversity & Human Rights Statement and Report on behalf of the Board.
- Approve the Annual Welsh Language Scheme Report or similar document on behalf of the Board

3.3 The Sub Committee will, in respect of its **assurance** role:

Consider compliance and improvement requirements against the Corporate and Clinical Board self-assessments against the Health and Care Standards - Standard 6.2 – Peoples Rights

- Consider performance and assurance information (for both commissioned and provided services) to assess compliance with the UHB's Strategic Equality Plan and Objectives, Equality, Diversity & Human Rights and Welsh language Scheme.
- Consider compliance and quality of Equality Impact Assessments undertaken within the UHB.

3.4 The Sub Committee will support the People, Planning and Performance Committee's responsibilities, with the delegated authority to:

- investigate any activity within its terms of reference;
- seek any information it requires from any UHB employee;
- obtain outside legal or other independent professional advice and to secure the attendance of outsiders with relevant experience and expertise if it considers this necessary.

Access

3.5 The Chair of the Sub Committee shall have reasonable access to Executive Directors and other relevant senior staff.

- 3.6 All employees are required to comply with any requests specifically made by the Sub Committee.
- 3.7 The Sub Committee is committed to ensure that they overcome any communication barriers to make all papers and documentation accessible to the whole community/all groups. The Sub Committee is also committed to ensuring that all meetings will take place in fully accessible venues.

Task and Finish Groups

- 3.8 The Sub Committee may, subject to the approval of the People, Planning and Performance Committee, establish short life task and finish groups to undertake specific pieces of work.

4. MEMBERSHIP

Members

- 4.1 Members will comprise the following:

Chair Independent Member – Board Champion for Equality

Members Independent member – Legal (Vice Chair)
 Independent member – Local Government

Attendees

- 4.2 The following officers shall attend the Committee:

- Assistant Director of Organisational Development (Officer lead)
- Equality Manager
- Board Secretary
- Assistant Director of Patient Experience
- Assistant Director of Planning
- Assistant Director of Therapies and Health Sciences
- Concerns Manager
- Two Heads of Operations and Delivery
- Chair of the UHB Lesbian, Gay, Bisexual, Transgender (LGBT) Network

Officers not able to attend a meeting will be required to arrange for suitable alternative representation.

- 4.3 A standing invitation is extended to:

- Welsh Language Officer
- Community Health Council

- Two Trades Union Representatives
- Manager for Equality, Diversity & Human Rights Cardiff Council and Vale of Glamorgan Council.

Others

- 4.4 The Sub Committee Chair has the right to request any Executive Director to the meeting to seek specific assurances.
- 4.5 The Sub Committee may, from time to time invite internal audit or external regulators and inspectors to provide independent assurance on those matters within its Terms of Reference.

Secretariat

- 4.6 Secretary As determined by the Director of Workforce and Organisational Development

Minutes of meetings will be published on the UHB's website and Intranet site in a meaningful and transparent way

5. COMMITTEE MEETINGS

Quorum

- 5.1 At least two (2) members must be present to ensure the quorum of the Sub Committee, one of whom should be the Sub Committee Chair or Vice Chair.

Frequency of Meetings

- 5.2 Meetings shall be held quarterly

Withdrawal of Individuals in Attendance

- 5.3 The Chair may ask an attendee to withdraw as appropriate to facilitate open and frank discussion of particular matters.

6. RELATIONSHIPS & ACCOUNTABILITIES WITH THE BOARD AND ITS COMMITTEES/GROUPS

- 6.1 The Sub Committee is directly accountable to the People, Planning and Performance Committee for its performance in exercising the functions set out in these terms of reference. Although the People, Planning and Performance Committee has delegated authority to its Sub Committee for the exercise of certain functions as set out within these terms of reference, it retains overall responsibility and accountability

- 6.2 The Sub Committee, through its Chair and members, shall work closely with the UHB's other committees and groups to provide advice and assurance to the Board.

7. REPORTING AND ASSURANCE ARRANGEMENTS

7.1 The Sub Committee Chair shall:

- Report formally, as a standing item to the People, Planning and Performance Committee on the Sub Committee's activities and where appropriate report and/or transfer activities to another group. This includes verbal updates on activity, the submission of the Sub Committee's minutes and written reports, as well as the presentation of an annual report;
- Take to the People, Planning and Performance Committee and where appropriate any other Committee any issues that need to be highlighted for the Board's specific attention any significant matters under consideration by the Sub Committee
- Prepare an annual work plan for approval by the People, Planning and Performance Committee;
- Prepare an annual report, underpinned by evidence, to be presented to the UHB Board once a year, giving details of progress against current targets, future development plans and updates on legislation;
- Ensure that all risks are assessed in accordance with the UHB's risk assessment processes;

8. APPLICABILITY OF STANDING ORDERS TO SUB COMMITTEE BUSINESS

8.1 The requirements for the conduct of business as set out in the UHB's Standing Orders are equally applicable to the operation of the Sub Committee, except in the following areas:

- quorum

9. REVIEW

- 9.1 These terms of reference and operating arrangements shall be reviewed biennially by the People, Planning and Performance Committee with reference to the Board.
- 9.1 The People Planning and Performance Committee will review on an annual basis the continued need for this Sub Committee and will advise the Board accordingly.

- 9.2 If the People, Planning and Performance Committee determines that the Sub Committee should continue to meet the Terms of Reference will be reviewed to assess their ongoing suitability.
- 9.3 The review will be undertaken by the Sub Committee and referred to the PPD Committee for approval.

10. CHAIR'S ACTION ON URGENT MATTERS

- 10.1 There might, occasionally be circumstances where decisions which would normally be made by the Sub Committee need to be taken between scheduled meetings. In these circumstances, the Sub Committee Chair, supported by the Board Secretary as appropriate, may deal with the matter on behalf of the Sub Committee. Any such action is formally recorded and reported to the next meeting of the Sub Committee for consideration and ratification.
- 10.2 Chair's action may not be taken where the Chair has a personal or business interest in the urgent matter requiring decision.