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York Teaching Hospital
NHS Foundation Trust

Fairness Forum Summary of Governance



Fairness Forum Terms of Reference

1	Status
1.1	The Forum has been formed to deliver the Trust's delivery of the Equality, Diversity and Inclusion agenda; ensuring compliance with legislation, that services provided are accessible and a workforce that is valued and supported. This enables an inclusive culture where everyone counts and is reflective of our communities.
1.2	The Fairness Forum is a Sub Group of the Quality Committee. The Quality Committee will receive an exception report following each meeting of the Fairness Forum highlighting key issues and risks.
2	Purpose of the Group
2.1	The Fairness Forum will bring together lead managers from across the Trust with significant input into the equality, diversity and inclusion agenda.
2.2	The Forum will provide assurance to the Board of Directors, via the Quality Committee that the Trust is listening to feedback from patients and staff and relevant third sector organisations and taking appropriate action to improve the experience of staff working within the organisation and, patients using our services.
2.3	The Forum will act as a voice on Equality, Diversity and Inclusion issues for the Trust.
2.4	The Forum will keep abreast of new initiatives and legislation and develop agreed strategies in response.
2.5	The Forum will identify gaps and areas for opportunity for development to ensure continuous, positive improvement for patients and staff.
2.7	To ensure that the Trust meets its legal duties under the Equality Act 2010 and other statutory reporting, satisfies Care Quality Commission and NHS Improvement standards, and demonstrates a positive approach to achieving equality objectives
2.8	To improve accessibility and the inclusive built environment for patients, staff and visitors.
3	Authority
3.1	The Fairness Forum has devolved authority from the Board of Directors for developing the equality, diversity and inclusion agenda.
3.2	The Forum requires care groups to undertake actions or activities in relation to the equality, diversity and inclusion agenda.
4.	Legal and contractual requirements of the Group

4.1	<p>Equality, Diversity and Inclusion is governed by legislation which is brought together under the Equality Act 2010. The main work streams reflect the protected characteristics plus carers, socio-economic issues and human rights.</p> <ul style="list-style-type: none"> a) Age b) Disability c) Gender d) Gender reassignment e) Marriage and Civil Partnership f) Pregnancy and maternity g) Race / ethnicity h) Sexual Orientation i) Religion / belief
4.2	<p>All public sector organisations are required to comply with the Public Sector Equality Duty (PSED) which requires the Trust to:</p> <ul style="list-style-type: none"> a) Eliminate unlawful discrimination, harassment and victimisation b) Advance equality of opportunity between people who share a protected characteristic and those who do not c) Foster good relations between people who share a protected characteristic and those who do not. <p>The Trust is required to report annually its progress.</p>
4.3	<p><u>Accessible Information Standard 2016</u></p> <p>From 1st August 2016 onwards, all organisations that provide NHS care and / or publicly-funded adult social care are legally required to follow the Accessible Information Standard.</p> <p>The Standard sets out a specific, consistent approach to:</p> <ul style="list-style-type: none"> • identifying, • recording, • flagging, • sharing and • meeting the information and communication support needs of patients, service users, carers and parents with a disability, impairment or sensory loss.
4.4	<p><u>Workforce Race Equality Standard (WRES) and Workforce Disability Equality Standard (WDES)</u></p> <p>WRES and WDES are individual sets of metrics on which NHS Organisations are measured. They are mandated through the NHS standard contract and designed to enable NHS organisations have a better understanding of the experiences of Black Minority and Ethnic Staff (WRES) and staff with a disability (WDES) in the workplace.</p> <p>WRES specifically outlines its aim to ensure employees from black and</p>

	<p>minority and ethnic backgrounds have equal access to career opportunities and receive fair treatment in the workplace.</p> <p>Both require annual data submissions and the development of associated action plans.</p>
5	Roles and Functions
5.1	To receive reports covering risks, progress on developments and current issues from members and workstream leads.
5.2	To ensure, promote and monitor the Trust delivery on its legal obligations in relation to equality, diversity and inclusion.
5.3	To actively promote working with other local, regional and national groups to develop greater awareness and understanding of equality, diversity and inclusion.
5.4	To monitor the Trust's compliance with the Accessible Information Standard through reports from Care Groups, Internal Audit and the Lead for Patient Equality & Diversity
5.5	To embed the principles of equality, diversity and inclusion to ensure that implementation becomes a corporate responsibility rather than the concern of any single department or group
5.6	Comply with Public Service Equality Duty (PSED) to provide feedback to annual reporting in respect of workforce and patient equality, diversity and inclusions issues, which will be presented to the Quality Committee for approval.
5.7	Review and recommend changes to training and awareness programmes across the Trust.
5.8	Set up Task and Finish Groups as needed to respond to national and local initiatives.
5.9	To have oversight of equality, diversity and inclusion projects across the Trust.
5.10	To receive and approve policies, procedures and guidance in respect of equality, diversity and inclusion.
5.11	To receive Healthwatch reports and logs which address issues regarding patients with protected characteristics and monitor action plans arising from these
5.12	To be informed of and monitor the Trust inclusive built environment policy and strategy.
6.	Membership
	<p>The Membership of the Fairness Forum will comprise:</p> <ul style="list-style-type: none"> • Deputy Chief Nurse (Chair) • Lead for Patient Equality and Diversity • Care Group Workforce Lead with corporate responsibility for the delivery of the workforce equality and diversity agenda and/or HR Business Partner with operational responsibility for the delivery of the workforce equality and diversity

	<ul style="list-style-type: none"> • Inclusive Built Environment Lead • A Non-Executive Director • Governors (a minimum of 2) • Senior representatives from: <ul style="list-style-type: none"> • Each Care Group • Allied Health Professionals • Chaplaincy • Safeguarding adults and Learning Disabilities • LLP • Procurement • Patient Information Team • Healthwatch York • Healthwatch North Yorkshire • MySight York • Staff Side • Staff Support Networks • Corporate Placement programme • Communications Team • Audiology • Medical Workforce
7	Quoracy
7.1	The Group will be quorate with the Chairperson (or appointed deputy) and 8 members.
7.2	The Chairperson of the meeting will ensure that a deputy is appointed to preside over a meeting when they are unavailable or has a conflict of interest (if required).
8	Meeting arrangements
8.1	The Fairness Forum will meet 6 times per year and all supporting papers will be circulated 7 days in advance of the meeting.
8.2	Copies of all agendas and supplementary papers will be retained by the Chair in accordance with the Trust's requirements for the retention of documents.
8.3	The Chairperson will supply the Secretariat service to the meeting.
8.4	The Chairperson of the Fairness Forum has the right to convene additional meetings should the need arise and in the event of a request being received from at least 2 members of the Forum.
8.5	Where members of the Fairness Forum are unable to attend a scheduled meeting, they should provide their apologies, in a timely manner, to the Secretariat of the group and provide a deputy (the deputy does not form part of the quorate group unless agreed with the chairperson).
9.	Review and monitoring
9.1	The Fairness Forum will maintain a register of attendance at the meeting.

	Attendance of less than 50% will be brought to the attention of the Chairperson of the Group to consider the appropriate action to be taken.
9.2	The attendance record will be reported as part of the Annual Report.
9.3	The Terms of Reference will be reviewed as a minimum every two years.

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