

North West Equality, Diversity and Inclusion Group

TERMS OF REFERENCE

1. OBJECTIVES / SCOPE

The aim of the Equality, Diversity and Inclusion Group is to support the delivery of HEE's work on equality and diversity which seeks to ensure that all trainee doctors and dentists are treated fairly and enabled to reach their full potential. HEE is committed to ensuring that all trainee doctors are treated with dignity and respect and are able to learn in a supportive and inclusive environment.

The Group will:

- Develop an equality, diversity and inclusion vision statement and objectives, monitoring subsequent implementation via an action plan.
- Review and analyse recruitment data on the trainee population in relation to equality and diversity indicators relating to the protected characteristics.
- Review and analyse data relating to the achievement of trainees, identifying potential barriers to achievement and progression and proposing possible solutions.
- Work with partner LEPs to help create a working environment where trainees feel safe and able to challenge perceived discrimination and unacceptable behaviour.
- Work with partner organisations to ensure trainers and educators are appropriately trained in equality, diversity and inclusion issues.
- Review operational policies and procedures relating to the training of doctors in use across HEE North West Office, identifying any potential unconscious bias and making recommendations for change.
- Support and/or commission research on equality, diversity and inclusion issues.

2. MEMBERSHIP

Associate Dean (Hospital) with lead for Equality & Diversity (Chair)

Senior Research Fellow

PGMDE Information Team Representative

Trainee Representative - JDAT team member

Project Manager Deanery Integration

5 x HEE North West Office PGMDE Staff Representatives across all bands 3 – 8a & above and clinical staff

2. MEMBERSHIP (cont.)

There will be a rotating Vice Chair.

If a member with specific role (Chair, research lead, trainee representative, information representative and integration lead) is unable to attend they are asked to nominate a deputy to attend in their place. The group will require a minimum of 70% attendance to continue as a member.

Observers are welcome to attend, and if they attend 70% of meetings over a six month period, they will be given the option of full membership, up to a maximum of 12 members in total.

3. QUORUM

Chair or Vice-Chair

1 staff representative

2 other members of the Group

4. REPORTING ARRANGEMENTS

The Equality, Diversity and Inclusion Group is accountable to the Dean's Senior Team of the PGMDE department and will report relevant matters to the Quality Committee. It will produce an annual report to the Dean's Senior Team.

5. FREQUENCY OF MEETINGS

The Group will meet monthly for the first 6 months. Following a review of progress, the group will then determine an appropriate meeting frequency.

6. MINUTES AND AGENDA

The agenda will be determined by the Chair and Vice-Chair. Agenda items must be submitted to the Chair or Vice-Chair 5 working days prior to the meeting date to enable circulation of papers prior to the meeting. Minutes will be produced on a rotating basis between members and circulated within 10 working days of the meeting.

7. TERMS OF REFERENCE REVIEW DATES

The TOR will be reviewed after initial data analysis – the findings may indicate that other members are required to further progress the work of the group. Thereafter, the TOR will be reviewed annually in April.