



**CYPT
Equalities Group**

TERMS OF REFERENCE

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| Title of Group | CYPT Equalities Group |
| 1. Overall Purpose of Group | The group has been set up to implement Brighton and Hove City Council's Working towards an Equal City Policy 2008-2011 within the CYPT. |
| 2. Specific Objectives/Scope | <ol style="list-style-type: none"> 1. To progress equality and diversity practice. 2. Development of CYPT Equalities action plan 3. Monitoring and review of CYPT Equalities action plan 4. Management and overview of CYPT Equality Impact Assessment (EIA) timetable 5. Monitoring and endorsement of CYPT service EIAs 6. Reports to CYPT Integrated Care Governance Board/CYPT DMT 7. Provision of equality and inclusion assurance evidence for Standards for Better Health/OFSTED/JAR as required. 8. Dissemination of BHCC Equalities policy and documents to CYPT managers and staff 9. Development of additional CYPT equalities policy and guidance as required to inform provision and commissioning of services. 10. To inform the BHCC Equality Scheme Action Plan 11. To provide evidence of compliance with the Equality Standard |
| 3. National Requirements | Equality and Human Rights Commission Standards for Better Health, NHSLA standards OFSTED and JAR inspections |
| 4. Source Documents | <ul style="list-style-type: none"> • Brighton and Hove City Council's Working towards an Equal City Policy 2008-2011 • Sustainable Communities Strategy (2020 Community Partnership) • Local area Agreement 2008-11 • Local development Framework • Neighbourhood Re-newel Strategy 2002-2010 • Children and Young People's Plan 2006-2009 • Housing Strategy 2008-2013 |



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| <p>5. Scope of Decision Making</p> | <p>To monitor and endorse CYPT service EIAs To develop and agree the CYPT Equality Action Plan To report on progress to CYPT DMT/Integrated care Governance Committee and BHCC Equality Steering group</p> |
| <p>6. Accountable To</p> | <p>CYPT DMT CYPT Integrated Care Governance Board BHCC Equality steering group</p> |
| <p>7. How Accountability is Demonstrated</p> | <p>Draft Terms of Reference to be ratified by CYPT DMT Presenting minutes to CYPT Integrated Care Governance Board and to BHCC Equalities Steering Group and/or regular reports to the parent committee, being delegated work by the parent groups.</p> |
| <p>8. Reporting</p> | <p>CYPT Integrated Care Governance Board BHCC Equality Steering group</p> |
| <p>9. Chair</p> | <p>CYPT Head of Nursing, Governance and Safety</p> <p>Before: Set agenda Plan the meeting, allocate time for each item.</p> <p>During: Control the progress of the meeting, ensure participants stick to the agenda and that action agreed is clear. Manage the time so that the meeting starts and finishes on time and that appropriate time is spent on each subject.</p> <p>After: Ensure minutes are circulated promptly Take any follow up action in preparation for the next meeting.</p> |
| <p>10. Deputy</p> | <p>To be agreed</p> |
| <p>11. Members</p> | <p>Sharon Donnelly, Head of Service Fostering and Adoption Steve Healey, Head of Schools Admissions and Transport Cathy Lythe, Head of EMAS Jenny Brickell, Head of Integrated Social Care Disability Melanie Parr, Participation and Equalities Consultant Judy Redford, Access Manager Vicky Jenkins, Early years and Children's Centres</p> <p>Follow up: Beverley Cohen Schools and Community teams Safeguarding Teams Youth and Communities teams</p> |



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| | <p>Members report back to line managers and services</p> <p>Participants should ensure they have read the minutes, completed any action points from the last meeting and prepared for any upcoming agenda items.</p> <p>Participants should come prepared to take an active part in discussions. If unable to attend, participants should send apologies and, if appropriate, delegate someone to attend on their behalf.</p> |
| 12. Quorum | 5 service representatives |
| 13. Minutes/Notes | <p>Notes will record the decisions and key actions agreed during the meeting; the notes of the previous meeting will be reviewed at the start of the meeting.</p> <p>The date of the previous meeting and the job title of those present and absent must be noted. The notes must be dated and paginated and include the filename and path.</p> <p>Actions can only be allocated to those at the meeting. If someone else is required to take action the minutes/notes should note that "someone will talk to X to ask them to do this".</p> <p>When reviewing notes of the previous meeting the Chair will review them for accuracy then for action only.</p> <p>At the beginning of the meeting the Chair will ask for items for AOB so he/she is aware of how much time to leave at the end for this. Technically AOB should not be accepted if it is not tabled at this point.</p> |
| 14. Confidentiality | Notes of the meeting can be released under the Freedom of Information Act after they have been confirmed as accurate. |
| 15. Frequency | Quarterly meetings |
| 16. Lifespan of Group | This is a standing group. There will be regular rotation of membership from third tier managers. |
| 17. Terms of Reference Approved By | CYPT DMT |
| 18. Date Approved | Ratified 25.1.09 |

APPENDIX 2 - T/child protection/GOVERNANCE/December 2008



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| 19. Review Date | Annually |
| 20. Author | Pauline Lambert, Head of Nursing, Governance and Safety |