

Calderdale Equality Health Panel

Terms of Reference

1. Purpose

The purpose of the Calderdale Equality Health Panel is to improve the access, experience and health outcomes for people with protected characteristics and other disadvantaged groups. It will do this by:

- Providing a platform where the needs of those groups protected under the Equality Act 2010, Carers and other disadvantaged groups are represented in the health care system;
- Bringing together commissioners, health care providers, stakeholders and local communities to identify areas for improvement and suggest recommendations;
- Making sure that there are effective feedback mechanisms in place for each of the health care organisations and representatives from the Voluntary, Community and Social Enterprise (VCSE) Sector in Calderdale;
- Providing a forum where health care organisations are held accountable to the public for delivering their equality objectives and actions.

2. Membership

The Equality Health Panel membership will be open to local health care organisations, Engagement Champions and network representatives in Calderdale.

There will be representation on the panel from VAC, Calderdale CCG, Pennine GP Alliance, Healthwatch, The Health Forum and The Equality Forum.

There will be no formal application for membership; this will be agreed by current members.

Membership will last for one year and will be reviewed annually.

Members will be able to nominate a second named person to participate in the panel.

Members must conduct themselves in line with the agreed Code of Conduct and rules of the group.

The panel will operate a confidentiality policy and members must work within this.

Failure to work within the rules of the group will result in termination of membership.

3. Responsibilities

Members will be responsible for steering the work of the group and sharing their insight and expertise on health related issues.

The Equality Lead at Calderdale CCG will ensure that the work of the Panel and any recommendations are fed into the CCG's Governance processes. Representatives from provider organisations will feed the views and recommendations of the Panel into their governance structures.

Representatives from the Voluntary, Community and Social Enterprise (VCSE) Sector in Calderdale will report back to their organisations and communities on the work of the Panel.

4. Management and meetings

The Equality Health Panel meetings will be supported and co-facilitated by the CCG Equality Lead and VAC.

Equality Health Panel meetings will be held quarterly and additional working groups may be convened by the Panel.

Agendas and minutes of each meeting will be distributed no less than 5 days before the next meeting.

The Equality Health Panel will be piloted for 12 months after which time it will be reviewed by the CCG and VAC.

The Terms of Reference will be reviewed on an annual basis and any changes will be approved by the members.

VAC and the CCG will be responsible for servicing and supporting the Equality Health Panel.

The agenda for each Panel meeting will be agreed beforehand by members participating in the preceding Panel meeting.

There must be a minimum of two health care organisations and two community representatives for any Panel meeting to go ahead.

Health care providers will commit to attending a minimum of three Panel meetings each year. If providers are unable to attend, a written report will be provided upon request.

Any decisions and recommendations will be agreed on a majority basis.

Information will be made available in different formats, when required.

This Terms of Reference was approved at a meeting of the Calderdale Equality Health Panel on 24th October 2017