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**Northampton General Hospital Trust (NGH)**

**Equality, Diversity and Inclusion Workforce Steering Group**

**Terms of Reference**

**1. Statement of Purpose**

1.1. In order for NGH to foster a culture of inclusivity and empowerment, there must be no fear of discrimination or prejudice and a belief that career opportunities or experience of work is not determined by the belonging to any protected group (e.g. age, gender, disability, race, sexual orientation, religion, etc.).

1.2. Empower staff from all protected groups to achieve their full potential via the NGH Inclusion Networks, working with stakeholders at all levels within the organisation, through creating a positive and supportive working environment that enables everyone to thrive and realise their maximum career potential and work-life balance; whilst maintaining social and psychological safety.

1.3. Achieve the Trust’s strategic objectives, mission, vision and values and in accordance with the University Hospitals of Northamptonshire NHS Group Equality, Diversity & Inclusion Strategy.

**2. Objectives**

The group will provide a forum for the NGH Inclusion Networks (individually and collectively) to:

2.1. Support and encourage all Inclusion Networks to develop and provide transparent and open forums

2.2. Develop, grow and perform to their best level through sharing of knowledge, skills and best practice

2.3. Develop and deliver activities that create a positive and supportive working environment which enable those from protected groups to achieve their career goals and work-life balance; whilst maintaining social and psychological safety

2.4. Assist the Trust in meeting its statutory obligations regarding its duty under the Equality Act 2010. That is, when carrying out their functions the Trust must have 'due regard' to eliminating discrimination, harassment and victimisation, advancing equality of opportunity and fostering good relations

2.5. Develop and deliver activities that identify and address factors underlying the reporting of high levels of harassment, bullying and abuse in the NHS Staff Survey, Pulse Surveys and other sources of intelligence developed internally

2.6. Develop and deliver activities that identify and address factors underlying the inequalities identified through the use of the Equality Delivery Standard, Workforce Race Equality Standards (including Model Employer), Workforce Disability Equality Standards and other protected group based standards or contract requirements implemented by NHS England in the future

2.7. Develop and deliver activities that identify and address factors underlying the inequalities identified through the Gender Pay Gap Reporting

2.8. Inform the Trust Board, through annual reporting via the People Committee, the progress being made

2.9. Work with the executive team and senior managers to make improvements in areas of workforce and patient services, relating to meeting the needs of people from specific protected groups

2.10. To support in developing and ensuring that the University Hospitals of Northamptonshire NHS Group Equality, Diversity & Inclusion Strategy is being implemented within the Trust

2.11. To ensure the University Hospitals of Northamptonshire NHS Group Equality, Diversity & Inclusion Strategy is delivering on all requirements set in the NHS People Plan and agreement made with the NGH Board.

**3. Membership**

3.1. Membership is made up of the Chief People Officer (Chair), Director of People (Deputy Chair), Equality, Diversity & Inclusion Lead, OD & Inclusion Officer, Chairs and Co-Chairs of NGH Inclusion Networks, Shared Decision Making Facilitator, HR Business Partner – Governance and Compliance.

3.2. Other staff will be co-opted onto the Group as and when required.

**4. Executive Sponsor**

4.1. The Group’s sponsor is Mark Smith (Chief People Officer) who will chair the meeting.

**5. Role of Head of Equality, Diversity and Inclusion**

5.1. To support all Inclusion Networks through training, information and advice, as regards to best practice in the country, relating to high performing networks.

5.2. To be an advocate for all Inclusion Networks.

5.3. To support the development and growth of all Inclusion Networks.

**6. Governance**

6.1. Accountable to the Trust Board through the People Committee and the Hospital Management Team (HMT).

**7. Administration**

7.1. Administration of the Group will be supported via the HR Business Partner – Governance and Compliance.

**8. Frequency of Meetings**

8.1. The Steering Group will meet six times a year.

**9. Quorum**

9.1. Presence of Chair or the Deputy Chair, Equality, Diversity & Inclusion Lead and at least one Co-Chair from at least two of the networks.

**10. Review**

10.1. The Terms of Reference will be reviewed on an annual basis.