

# Sussex and East Surrey STP Engagement and Equality Reference Group

## Terms of Reference

### **Name of the group:**

Sussex and East Surrey STP Engagement and Equality Reference Group

### **Key Role of group:**

The group will enable oversight, assurance, advice and positive challenge in relation to the Engagement, Equality and Diversity work of the Surrey and Sussex STP.

### **Accountability:**

The E & E reference group will report to, and be accountable to, the STP Executive through the STP Communications and Engagement Lead.

It will also endeavour to achieve accountability to the public by working and acting in transparent and open ways.

### **Purpose:**

1. To provide oversight, advice and positive challenge relating to patient, carer and public engagement carried out in relation to the STP and its constituent programmes and workstreams, supporting the STP Programme Board to fulfil legal duties relating to this area.
2. To provide advice and positive challenge to support to the STP Programme Board in adhering to the requirements of the Public Sector Equality duty, and duties in relation to reducing health inequalities.
3. To ensure a consistent approach to the planning, delivery and evaluation of patient, public and carer engagement functions relating to the STP and its constituent programmes and workstreams across the STP area
4. To provide advice where appropriate to STP areas in planning, delivering and evaluating patient, carer and public engagement in relation to the STP and its constituent programmes and workstreams
5. To ensure that equality, diversity, inclusion and human rights and the responsibility to tackle health inequalities are given due regard and consideration in the STP's work
6. To provide assurance to the STP Programme Board as to the above areas

## **Scope of the PPE&E Steering Group**

Within the scope of this group are the functions of oversight, positive challenge and advice to ensure the above functions are met.

The E & E Reference group itself does not have decision making powers, but can make recommendations to the STP leadership, and can also as a group provide advice and guidance to STP areas in the delivery and evaluation of patient, carer and public engagement, and functions related to Equality and Diversity, as related to STP programmes and workstreams.

Involvement in the planning or delivery of operational place based patient, carer and public engagement is outside of the scope of this Group.

### **Membership:**

- CCG Lay members for patient and public participation x4
- NHS Foundation Trust Governor representatives (tbc)
- Healthwatch members (tbc)
- Voluntary and Community Sector members x2
- Local Authority representative x1
- Patient Leaders/experts (tbc)
- STP Communications and Engagement Lead x 1
- Equality and Diversity specialist x 1
- Patient and carer members x 3
- Central Sussex Commissioning Alliance Engagement Lead
- East Sussex Better Together Engagement Lead
- Coastal West Sussex Engagement Lead

Other members will be invited to join the group as required.

### **Frequency and location of meetings:**

Meetings will be held quarterly, in rotating locations

Members will be asked to expect correspondence between meetings, where urgent comment is required, on an ad hoc but non frequent basis.

### **Operation and Administration:**

The Group will be chaired by one of the CCG Lay Members for patient and public participation.

Support for the Group will be provided the STP administrator

Agenda to be set no later than one month before the group.

Papers will be sent out no later than one week before group meetings.

### **Review of Terms of Reference**

Terms of Reference will be reviewed after one year.