

Family Equality and Diversity (FED) group Terms of reference

1 Authority and scope

- 1.1 The Family Equality and Diversity (FED) group is a subgroup of the Patient and Family Engagement and Experience Committee (PFEEC) and is chaired by the Assistant Chief Nurse for Quality and Patient Experience.
- 1.2 The Family Equality and Diversity (FED) Group has the overall objective of 'improving the experience of everyone visiting GOSH, ensuring that the views of all children and families irrespective of sex, religion, disability, marital and partnership status, colour, nationality, ethnic or national origin, language spoken, sexual orientation, gender re-assignment, social or economic background, educational status or age are taken into account'.

2 Purpose

- 2.1 The purpose of the FED group is to:
 - 2.1.1 Act as champions for equality and diversity within Great Ormond Street Hospital
 - 2.1.2 Monitor progress towards meeting the General and Specific Duties of the Equality Act 2010
 - 2.1.3 Advise workstreams at GOSH on equality and diversity issues where required
 - 2.1.4 Review evidence against the Care Quality Commission Key Lines of Enquiry for annual submission, making recommendations for action where needed
 - 2.1.5 Review results of PLACE, You're Welcome and equivalent inspections/audits for equality and diversity issues, making recommendations where needed
 - 2.1.6 Review future new build and redevelopment plans for equality and diversity issues, making recommendations where needed
 - 2.1.7 Provide content for annual reports and other publications with an equality and diversity component

3 Reporting

- 3.1 In order to fulfil its requirements, the FED group will receive reports on equality and diversity work being carried out at GOSH. These will usually be in the form of presentations, copies of which will be circulated with the minutes.
- 3.2 The group will report to the Patient and Family Engagement and Experience Committee (PFEEC) on a six-monthly basis as a written summary of progress.
- 3.3 The group will also submit an annual report of equality and diversity issues (jointly with the Staff Equality and Diversity Group) to Trust Board.
- 3.4 The group will also approve publication of the annual report *Meeting the duties of the Equality Act 2010* to the GOSH website.

4 Membership

- 4.1 The group is made up of the following members
 - Assistant Chief Nurse – Quality and Patient Experience (Chair)
 - Members' Council and Foundation Trust membership representatives and other interested non-staff members
 - Assistant Director – Workforce Planning and Development
 - Health Information and Language Manager
 - Patient/Public Involvement and Experience Officer
 - Head of Volunteer Services
 - Health Planner – Redevelopment

- Facilities Manager
 - Senior Chaplain
 - Hospital School representative
 - Quality Improvement Lead
- 4.2 Those unable to attend the meeting in person can use teleconference facilities to dial in to the meeting. On receipt of the meeting papers, a request to teleconference must be sent to the administrator of the group.
- 4.3 Additional members may be invited to join the group as appropriate.
- 4.4 For a quorum, there must be a minimum of six members present, including two members of staff and one non-staff member. Only four nominated deputies standing in for a member will be allowed to meet the requirements of a quorum.
- 4.5 Members will be expected to attend four out of six meetings per year.

5 Meetings

- 5.1 Meetings will be held every other month.
- 5.2 Papers will be sent at least five working days before the meeting.
- 5.3 Secretariat support for the group will be provided by the Health Information and Language Manager. In the case of absence of the Health Information and Language Manager, the Patient Experience Team Administrator.

6 Monitoring

- 6.1 The group is responsible for approving, reviewing and monitoring the implementation of the following policy:
- 6.1.1 Meeting the Equality Duty in Policy and Decision Making
- 6.2 The group shall review its terms of reference on an annual basis
- 6.3 The group shall review its effectiveness on an annual basis. This will involve monitoring and reporting on:
- Frequency of meetings
 - Compliance with the purpose of the group, as outlined in the terms of reference and associated workplan
 - Attendance at meetings
 - Evidence based outcomes resulting from decisions taken at the group

7 Document history

- Originally ratified – May 2005
- Second edition ratified – January 2007
- Third edition created – April 2009
- Ratified by FED group – September 2009
- Vision statement amended by FED group – April 2010
- Ratified by FED group – July 2010
- Chair and membership amended – January 2015
- Ratified by FED group – October 2015
- Fifth edition created – November 2016
- Ratified by FED group – January 2017