

HEE North West Office

EQUALITY, DIVERSITY and INCLUSION STRATEGIC OVERSIGHT GROUP

TERMS OF REFERENCE

1. OBJECTIVES/SCOPE

The aim of the Equality, Diversity and Inclusion Strategic Oversight Group is to support the delivery of HEE's work on equality, diversity and inclusion (EDI) which seeks to ensure that all postgraduate trainees in medicine, dentistry and public health are treated in a fair and inclusive manner which enables them to reach their full potential and feel a valued member of their team. HEE is committed to ensuring that all trainees are treated with dignity and respect and are able to learn in a supportive environment in which diversity is valued. Any potential barriers to successful completion of training are proactively identified to ensure that protected and non-protected characteristics do not have an adverse influence on the outcome.

The Group will:

- Oversee the delivery of the EDI Strategy, monitoring subsequent implementation via an action plan.
- Work towards continual development of the Strategy as new evidence emerges and new areas of best practice are identified.
- Contribute to the development of best practice through quality improvement approaches.
- Work with partner organisations to help create a working environment where trainees feel safe and able to challenge discrimination and unacceptable behaviour.
- Work with partner organisations to ensure trainers and educators are effectively trained in equality, diversity and inclusion issues.
- Review operational policies and procedures relating to trainees in use across HEE North West Office, identifying any potential unconscious bias and making recommendations for change.
- Support and/or commission research on equality, diversity and inclusion issues.

2. MEMBERSHIP

Associate Dean (Hospital) with lead for EDI (Chair)

Up to 20 postgraduate trainees who will be selected through a process of self-nomination, ensuring as wide a range as possible of specialties, grades, and protected and non-protected characteristics. Trainees will be encouraged to make a minimum commitment of 12 months, and will leave the group on reaching their CCT. At the group's discretion, post-CCT members may remain in post for a further 12 months. At the end of this period, members may "graduate" to the EDI Network, providing support to trainee members.

Members will be expected to attend at least two meetings annually.

3. QUORUM

Chair or nominated Deputy

Four trainee members

4. REPORTING ARRANGEMENTS

The Equality, Diversity and Inclusion Group is accountable to the Dean's Senior Team of the PGMDE department and will report relevant matters to the Quality Committee.

5. FREQUENCY OF MEETINGS

The Group will meet quarterly, with trainees granted leave to attend

6. MINUTES AND AGENDA

The agenda will be determined by the Chair. Agenda items must be submitted to the Chair or nominated deputy 5 working days prior to the meeting date to enable circulation of papers prior to the meeting. Minutes will be produced and circulated within 10 working days of the meeting.

7. TERMS OF REFERENCE REVIEW DATES

The TOR will be reviewed after 12 months and annually thereafter.

Clare Inkster March 2021