

Aberdeen City Health & Social Care Partnership Strategic Planning Group Equality and Human Rights Subgroup



Terms of Reference December 2021

1 Introduction

- 1.1 This document sets out the governance arrangements established to deliver an integrated, high quality response to the legal and other duties contained in the Human Rights Act 1998, the Equality Act 2010, the Scottish Specific Public Sector Equality Duties 2012 and the Fairer Scotland Duty 2018.
- 1.2 This terms of reference and the establishment of the Equality and Human Rights Subgroup, within the Strategic Planning structure of Aberdeen City's Health and Social Care Partnership (the Partnership), reflects both local and national policy and guidance and sets out the governance framework within which services concerned with enhancing human rights, eradicating discrimination and delivering a fairer Scotland are coproduced and delivered in Aberdeen City.
- 1.3 This terms of reference focuses on the roles, responsibilities and membership of the subgroup.

2 The Equality and Human Rights Subgroup

Accountable to the Partnership's Strategic Planning Group the primary roles and responsibilities of the subgroup are to:

- 2.1 Promote a culture of collaborative working amongst all organisations and individuals involved in human rights, equality and Fairer Scotland issues
- 2.3 Directly inform the Strategic Planning Group and thereafter the Integration Joint Board on all things related to compliance with, equality, human rights and Fairer Scotland legal and other requirements, including the reporting on performance and key activities

- 2.4 When required, support the Lead Strategy and Performance Manager present subgroup papers to the Strategic Planning Group, Risk Audit and Performance Committee and the Integration Joint Board
- 2.5 Report back on the activities of the Subgroup and engage and consult with people with the relevant protected characteristics, lived experiences and group experiencing inequality as a way of influencing and informing the Partnership's equality outcomes, mainstreaming framework, strategic and operational developments
- 2.6 Contribute to the development of campaigns and communication initiatives, promote the work of the subgroup and individual organisations involved and provide advice and information on how to access services
- 2.7 Ensure equality and human rights are effectively covered in Partnership and member organisations' staff learning and development programmes, including the participation in the development and delivery of both on line and face to face cross sector development sessions
- 2.8 Contribute to the review, development and implementation of quality assurance and management information systems as a way of supporting the Partnership evidence progress against the current Equality Outcomes and Mainstreaming Framework

3 Membership

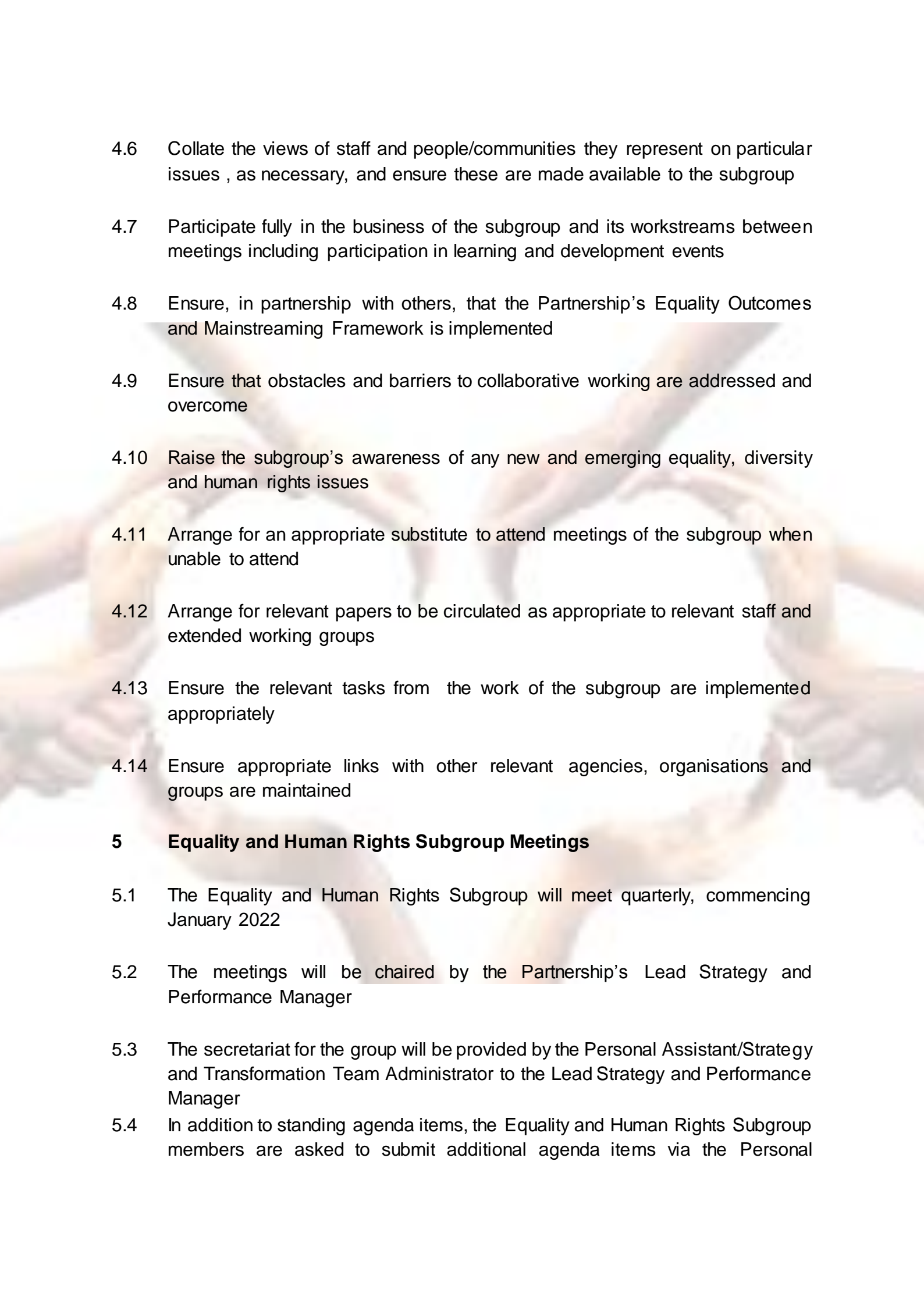
- 3.1 Will be drawn from the Partnership and key strategic partners with a direct responsibilities for eliminating discrimination, advancing the equality of opportunity and fostering good relations between people who share a protected characteristic and those who do not.
- 3.2 Members should ensure their representative is accorded sufficient delegated authority to make decisions on behalf of their organisation in the course of the work of the subgroup.
- 3.3 Membership will include:
 - The Partnership's Lead Strategy and Performance Manager
 - Chair – E&HR Officer Group
 - ACVO Third Sector Interface
 - Partners for Integration, Scottish Care
 - Grampian Regional Equality Council
 - Aberdeen City Council Equality Lead
 - NHS Grampian Equality and Human Rights Lead
 - Police Scotland – North East Division, Partnerships, Prevention and Events
- 3.4 To further support the Partnership to address stigma and inequality in the quality of life outcomes for people with the relevant protected characteristics, membership of the Equality and Human Rights Subgroup is extended to organisations representing the 9 protected characteristics, those with lived

experience and groups experiencing inequality. To further support this, membership will remain flexible, this to ensure that participation is fluid and reflective of current, new and emerging strategic workstreams, policy development and practice evaluation.

- 3.5 In the event of a member being unable to attend a meeting, a substitute may attend providing they have the authority of the member/organisation they are representing
- 3.6 Members may devolve their roles where appropriate but will retain accountability through existing governance arrangements
- 3.7 It is recognised that specialist input will be required at times, therefore membership will be fluid, this to support the Equality and Human Rights Subgroup to extend membership to other relevant key stakeholders
- 3.8 Members will put arrangements in place within their organisation to ensure matters considered and decisions taken by the subgroup are communicated to all relevant services to ensure appropriate dissemination of information.
- 3.9 The subgroup's position in Aberdeen City Health and Social Care Partnership's structure is set out in Appendix 1

4 Roles and Responsibilities of Members

- 4.1 Members will work together to collaboratively produce an Equality and Human Rights Subgroup Action Plan, this will include the implementation of the plan and reporting on progress as appropriate
- 4.2 Members will work together to facilitate both internal and external scrutiny of the Partnership's Equality Outcomes and Mainstreaming Framework and to act upon recommendations
- 4.3 Members will maintain high standards of practice and commit to appropriate information sharing to assist in the delivery of the Partnerships Equality Outcomes and Mainstreaming Framework
- 4.4 Promote partnership working in the delivery of high quality services relating to adult health and social care
- 4.5 Use their delegated authority to make strategic and operational decisions on behalf of their organisations

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- A background image showing several hands of different skin tones reaching up to hold a globe. The image is slightly blurred and serves as a backdrop for the text.
- 4.6 Collate the views of staff and people/communities they represent on particular issues , as necessary, and ensure these are made available to the subgroup
 - 4.7 Participate fully in the business of the subgroup and its workstreams between meetings including participation in learning and development events
 - 4.8 Ensure, in partnership with others, that the Partnership's Equality Outcomes and Mainstreaming Framework is implemented
 - 4.9 Ensure that obstacles and barriers to collaborative working are addressed and overcome
 - 4.10 Raise the subgroup's awareness of any new and emerging equality, diversity and human rights issues
 - 4.11 Arrange for an appropriate substitute to attend meetings of the subgroup when unable to attend
 - 4.12 Arrange for relevant papers to be circulated as appropriate to relevant staff and extended working groups
 - 4.13 Ensure the relevant tasks from the work of the subgroup are implemented appropriately
 - 4.14 Ensure appropriate links with other relevant agencies, organisations and groups are maintained

5 Equality and Human Rights Subgroup Meetings

- 5.1 The Equality and Human Rights Subgroup will meet quarterly, commencing January 2022
- 5.2 The meetings will be chaired by the Partnership's Lead Strategy and Performance Manager
- 5.3 The secretariat for the group will be provided by the Personal Assistant/Strategy and Transformation Team Administrator to the Lead Strategy and Performance Manager
- 5.4 In addition to standing agenda items, the Equality and Human Rights Subgroup members are asked to submit additional agenda items via the Personal

Assistant/Strategy and Transformation Team Administrator one week prior to the meeting taking place

5.5 Meeting Papers will be circulated by the Personal Assistant/Strategy and Transformation Team Administrator via email one week in advance, this in accordance with the Integration Joint Board administration arrangements

5.6 From time to time, non-members will be invited to Equality and Human Rights Subgroup meetings; this will be in relation to specific agenda items

6 Equality and Human Rights Working Groups

6.1 Working groups will be formed and dissolved as required and agreed by the subgroup

6.2 Working group leads are accountable to the subgroup and it will be the leads responsibility to decide the relevant service and organisational membership for their working group as appropriate. Additional representation will vary according to the role and function of the working group.

6.3 It will be the responsibility of the working group lead to ensure an action note is taken for all meetings.

6.4 Working groups established will be standing items on the subgroup agenda with reports being taken from the working group leads

7 Sharing of information and resources (including confidential materials)

7.1 The Equality and Human Rights Subgroup will adopt Aberdeen City Health and Social Care Partnership's information and resources sharing protocol

7.2 Confidential materials and copyright issues will be identified and subject to non-onward circulation in line with the Partnership's information and resources sharing protocol

8 Review

8.1 The Terms of Reference will be reviewed annually commencing December 2022

8.2 The outputs of the Equality and Human Rights Subgroup will be reported on annually commencing December 2022

ACHSCP Governance

