

**EDC1: Summary minutes and actions from the  
Equality and Diversity Council meeting  
4<sup>th</sup> February 2014,  
Senate House, University of London**

**1. Welcome from the Chair**

Sir David Nicholson welcomed everyone to the Equality and Diversity Council meeting.

**2. Roundtable updates from each EDC member**

Each member of the EDC presented a brief update upon the work that they, or their organisation, had carried out on promoting equality and/or tackling health inequalities since the last meeting of the Council.

**3. Agreeing terms of reference for the Equality and Diversity Council**

Bill McCarthy presented the revised terms of reference for the Council. He re-iterated the importance of good governance, partnership working, and holding each other to account mutually to ensure that the Council works well and delivers positive outcomes

**Action:** Ray Warburton to provide wording relating to the workforce, to be included in the terms of reference.

**4. EDC Statement of Declaration, and shared 'virtual' secretariat for the EDC**

Sir David proposed that the system lead organisations in the Health and Care architecture should sign up to the draft EDC Statement of Declaration, thus committing their organisation to supporting and furthering the aims of the Council. Sir David stressed the importance and value of having a shared 'virtual' secretariat for the EDC, replicating the secretariat that currently exists for the National Quality Board.

**Actions:** The draft EDC Statement of Declaration to be circulated among EDC members by email, with comments and feedback to be returned to the EDC secretariat.

The current EDC secretariat to manage the establishment of a 'virtual' secretariat for the Council from member organisations.

**5. EDC workstream subgroup updates**

The following EDC subgroups provided a brief update regarding ongoing activity:

- a) **Equality Delivery System – EDS2 implementation**
- b) **Data monitoring and recording**
- c) **Leadership and workforce equality**
- d) **System alignment**
- e) **Communications**

**Action:** It was suggested that Ray meets with Rob Webster and Bill McCarthy to map out the key system levers which if infused with equality and (tackling) health inequalities, would make the greatest difference to the way in which CCGs and NHS provider organisations approach equality and health inequalities in their day-to-day business.

**Action:** Existing secretariat to ensure that the emerging draft of the EDC communications plan is shared with the (communications teams of the) major organisations represented on the Council for their input.

**6. Dates of future EDC meetings for 2014 (London venues):**

- 6th May 2014, 9:30-12:30
- 29th July 2014, 13:00-16:00
- 28th October 2014, 13:30-16.30