

# ICB Board Meeting

**Date:** 6 October 2022

**Time:** 10:30am

**Location:** Engineers House, The Promenade, Clifton Down, Clifton, Bristol, BS8 3NB

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| <b>Agenda Number :</b>  | 6.3   |
| <b>Title:</b>   | Establishing an Independent Advisory Group (IAG)  |
| <b>Purpose:</b> Decision  |   |
| <p><u>Overview</u></p> <p>In March 2022, the BNSSG Partnership Board agreed to pilot the establishment of an IAG that would initially focus on race equality (as proof of concept), before potentially expanding to other areas of equality. The intention of the IAG is to act as a critical friend to the ICB Board in providing challenge, support, insight, and advice on how our organisations approach racial health and social care inequalities. The scope of the IAG will extend across policy, functions and activities of the partner organisations relating to health and social care. The ICB Board will receive regular updates from the Chair of the IAG on their activity and findings.</p> <p><u>Coordination</u></p> <p>The group will be coordinated by the equality, diversity, and inclusion post holder within the ICB. They will act as the single point of contact for IAG members and will be responsible for:</p> <ul style="list-style-type: none"> <li>- Meeting regularly with ICB Chair to update on the work of the IAG</li> <li>- Provide admin support and accommodation (where necessary) for IAG meetings</li> <li>- Maintain oversight of the activity of the IAG</li> </ul> <p><u>Next Steps</u></p> <p>The Chair’s role in the IAG will be advertised through an open and competitive process for an initial twelve-month tenure. The post will not be remunerated, but a one-off honorarium would be paid to the Chair for the time they spend in establishing the IAG membership.</p> <p>Participation in the IAG will be voluntary, akin to that of an NHS Trust Governor, but IAG members will receive travel and out of pocket expenses for attendance at IAG meetings and other business associated with the IAG.</p> |   |
| <b>Recommendations:</b>   | <ol style="list-style-type: none"> <li>1. To agree the implementation of a pilot proof of concept IAG</li> <li>2. To agree the IAG Terms of Reference</li> <li>3. To approve the process for the appointment of the IAG Chair</li> <li>4. To agree and support in principle an honorarium for the IAG Chair with the amount being agreed by the ICB remuneration committee</li> </ol> |



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| <b>Previously Considered By and feedback :</b>    | The proposals have been discussed with a wide-ranging group of key stakeholders from across the BNSSG partnership  |
| <b>Management of Declared Interest:</b>           | The ICB Board receives a register of declared interests. There are no declared interests that relate to this paper.  |
| <b>Risk and Assurance:</b>                        | There are no significant risks associated with this proposal. However, the way in which the IAG is engaged, supported and provided access to our partners organisation will be key enabler or potential blockage if not fully endorsed and supported by the ICB.   |
| <b>Financial / Resource Implications:</b>         | There is no significant financial implication associated with this proposal, however and appropriate honorarium for the Chair in establishing the group and finances to support the travel expenses of IAG members needs to be considered.   |
| <b>Legal, Policy and Regulatory Requirements:</b> | <ul style="list-style-type: none"> <li>• Equality Act: Public Sector Equality Duty</li> <li>• General aims: to eliminate unlawful discrimination; advance equality; and foster good relationship between groups</li> <li>• Specific aims: to publish equality information</li> <li>• Health &amp; Care Act 2022 (reduce health inequalities)</li> <li>• Human Rights Act 1998 (in particular A.14 – Prohibition of discrimination) have all been considered in formulating this proposal.</li> </ul> <p>There are no significant legal constraints with this proposal, however in line with the terms of reference IAG members would need to agree to confidentiality of any personalised data, they have access to in their role as an IAG member.</p>  |
| <b>How does this reduce Health Inequalities:</b>  | <p>The group will focus on health inequalities experienced by people from ethnic and minoritized communities</p> <p>This is a proactive and partnership approach that empowers groups of people who experience poorer health outcomes as a result of wider determinants of health.</p> <p>The ICS will benefit from hearing from people with lived experience or from communities who are seldom-heard who can offer diverse perspectives on the inequalities and challenges these communities face, as well as identifying opportunities to improve health and care and provide constructive challenge.</p> <p>The IAG's work, once established, will result in building and improving relationships between the health and care system and ethnic minority communities, which should positively impact</p> |

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|   | <p>perception and build trust in the system which is particularly poor amongst some communities.</p> <p>The IAG can support system efforts to address Core 20 Plus 5 action plans related to reducing health inequalities amongst ethnic minority populations.</p>      |
| <b>How does this impact on Equality &amp; diversity</b> | <p>This initiative demonstrates the intent of the Board to gain a greater understanding of the issues affecting our minority ethnic communities and is an example of positive action under the equalities act.</p>  |
| <b>Patient and Public Involvement:</b>                  | <p>The IAG membership will be made up of people from ethnic and minoritized communities, who will receive support and development to fulfil the role. There will be opportunities to engage in equality-related frameworks including Equality Delivery System 2022.</p> |
| <b>Communications and Engagement:</b>                   | <p>We will work with Insights/Engagement, Inclusion and External Communications to support the promotion and equitable access to this opportunity; engage with and support the AIG and effectively evaluate their impact.</p>   |
| <b>Author(s):</b>                                       | <p>Matt Jordan</p>  |
| <b>Sponsoring Director / Board Member:</b>              | <p>Jeff Farrar</p>  |

# Bristol, North Somerset and South Gloucestershire (BNSSG) Integrated Care Board Independent Advisory Group on Race Equality

| Version control |         |             |   |
|-----------------|---------|-------------|---|
| Date            | Version | Author      | Comments  |
| 04.2022         | 0.1     | Jeff Farrar | Initial draft shared with IAG stakeholder group   |
| 06.2022         | 0.2     | Matt Jordan | Updated following feedback from stakeholder group and added draft structure and information flows diagram |
| 08.2022         | 0.3     | Seb Habibi  | Updated with suggested amends to text   |

## Overview

The BNSSG Independent Advisory Group (IAG) on Race Equality in Health and Social Care is established with a remit to provide independent advice to the Integrated Care Board on the drivers of Health Inequalities that impact on Black, Asian and Minority Ethnic communities, and on how these should be addressed. For this purpose, Health Inequalities are defined as unwarranted variations in population health and disparities in access, outcomes and experience of health and social care.

The IAG should be a critical friend to the ICB, not as an independent group but as a forum where independent advisors can give independent advice and hold the ICB to account based on their own and others' lived experiences.

IAG members will be expected to:

- Attend meetings of the group and, when necessary, work in groups and /or sub-groups on discrete work packages
- Provide a channel for the exchange of information between the ICB and its diverse communities/groups
- Scrutinize quantitative and qualitative data on health inequalities across BNSSG to identify areas of need and track change across time; assist and input into data gathering, where reasonable
- Provide advice to the ICB, in particular in the areas of health inequality, vaccination uptake, preventative health etc.
- Share their personal and professional knowledge, awareness and experience of community issues, good practice and areas of development with the group
- Work at the direction of the IAG when required. In particular, to provide advice and guidance to the ICB on the development and introduction of policies and practices to ensure they do not exclude, discriminate or have an unjustifiable adverse impact
- To assist the ICB in developing their understanding of the needs and expectations of the diverse communities of BNSSG, as they relate to providing a fair, non-discriminatory and anti-racist health and social care provision
- Collaborate, co-operate and work as necessary with other race equality and equality, diversity and inclusions groups working within BNSSG especially those with their own health and care agendas

- The IAG will represent the needs of all racialised and diverse communities and ensure that there is equitable access to services for all relevant communities, especially those particularly marginalised.

## **Operating Protocols**

The IAG areas for consideration and exploration should be jointly agreed by the Director of Strategy and Partnerships in the ICB and the Chair of the IAG.

The Chair of the IAG (or nominated deputy) will attend ICB meetings twice per year and more frequently (to be determined) attend meetings of the ICB People Committee.

The IAG will review practices and procedures relating to the Equality Act 2010 and will review policies, strategies, procedures and operating practices of the ICB for legal compliance against the provisions of the Equality Act 2010 as well as best practice.

The IAG is not a statutory body and liability for any decision rests with the Integrated Care Board, the group will be used in an advisory capacity only.

The IAG will meet quarterly.

The ICB may call an extraordinary meeting for all, or selected members, in the event of a critical incident or specific concerns.

The ICB will be responsible for secretariat regarding the meeting.

IAG members may be given access to confidential information at the discretion of the ICB Chair/CEO and subject to the necessary safeguards and patient consent. Access is only granted for the purpose of the IAG meeting and consultation, and the information must not be disclosed outside of the IAG, without prior, written, authority from the ICB.

Stakeholders across the system working on race equality may be called upon to provide input into the operations of the IAG. As far as possible, the IAG will report back to these stakeholders to keep them up to date with developments with the IAG and highlight action that has been taken towards narrowing racial inequalities in health.

## **Membership of the IAG**

Membership of the IAG comprises;

- A Chair
- Members – selected from BNSSG racialised and ethnic communities and/or their representative organisations
- The ICB Chair/CEO or his/her representative

The group will consist of up to 12 members, and 1 Chair

The Chair will initially be appointed by the Chair of the ICB through a transparent selection process and thereafter this appointment will be subject to agreement from the IAG members themselves. The Chair's tenure will be for a two-year period, for a maximum of two periods.

Members will be eligible to receive payment from the ICB for their participation in meetings, along with reasonable expenses

All members and the Chair will undergo appropriate vetting.

Every member must complete a full declaration of any interests that could affect, or be perceived to affect, their independence and impartiality.

Members' interests will be recorded in a Register of interests by the Chair which may be published on the ICB website. It is the duty of members to inform the Chair if any changes or updates need to be made to their interests.

### **Selection of IAG Members**

IAG members must complete the following;

- Code of conduct agreement
- Authorisation for police checks (vetting)

The IAG Chair, in consultation with the Chair of the ICB, will decide who will be accepted as members. The decision will be based upon the current group needs and any breadth of representation.

Should any potential applicant fail the vetting, or issues are highlighted as a result of the vetting, the Director of Strategy and Partnerships will decide if the applicant will continue through the recruitment process.

The IAG may choose to appoint a deputy Chair role by process of a vote and will be subject to the same tenure as the Chair.

### **De-Selection of IAG members**

For the purpose of de-selection, the Chair's role is considered the same as a 'member' role.

It is vital that the IAG functions well and continues to be representative of the communities in BNSSG. To ensure that aim is met, the ICB can de-select members or dissolve the group as they consider necessary.

The IAG Chair is responsible for making sure the IAG members maintain a wide breadth of minority ethnic groups and remains current and energised.

Members are expected to attend all meetings where reasonably possible. If a member is absent from two more meetings, within a 12-month period, their membership may be reconsidered at the discretion of the Chair

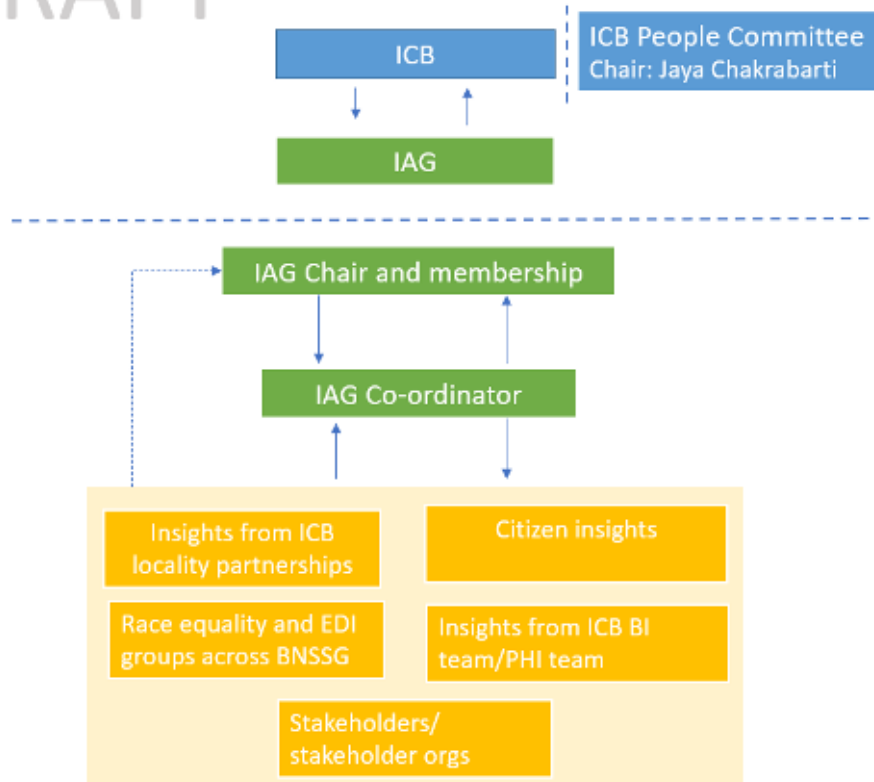
The IAG will use the Nolan Principles on Public Services as its Code of conduct.

The ICB may be sharing sensitive information with IAG members. Any breaches in confidentiality may result in the member being de-selected, and could also lead to a criminal investigation under the Data Protection Act 1988.



## Structure of IAG and information flows

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- Meet monthly
- Member of IAG will attend ICB meetings (x2/year for ICB, more frequently for People Committee)
- Meet quarterly
- Member of ICB will attend IAG meetings
- X1 Chair
- X12 Members
- Agree what to escalate to ICB and work to prioritise
- First point of contact
- Receives requests for matters to escalate
- Reporting back to stakeholders on progress
- Sources across the system on race equality; mix of data, perspectives from individuals and organisations
- May feed directly to Chair/Members but main flow through IAG Co-Ordinator

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