

**PWYLLGOR DIWYLLIANT, POBL A DATBLYGU SEFYDLIADOL
PEOPLE, ORGANISATIONAL DEVELOPMENT & CULTURE COMMITTEE**

DYDDIAD Y CYFARFOD: DATE OF MEETING:	20 August 2024
TEITL YR ADRODDIAD: TITLE OF REPORT:	Annual review of Terms of Reference – Black, Asian and Minority Ethnic Advisory Group
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Lisa Gostling, Director of Workforce and Organisational Development
SWYDDOG ADRODD: REPORTING OFFICER:	Anna Bird – Assistant Director of Strategic Partnerships, Diversity and Inclusion

Pwrpas yr Adroddiad (dewiswch fel yn addas)

Purpose of the Report (select as appropriate)

Ar Gyfer Penderfyniad/For Decision

**ADRODDIAD SCAA
SBAR REPORT**

Sefyllfa / Situation

The Committee are asked to review the proposal to re-shape the current Black, Asian and Minority Ethnic Advisory Group and approve a new Terms of Reference for the Group.

Cefndir / Background

The Black, Asian and Minority Ethnic Advisory Group was initially established in 2020 as an advisory group to Hywel Dda University Health Board at a time when evidence was emerging during the Covid-19 pandemic of disproportional impacts experienced by people from Black, Asian and Minority Ethnic groups.

The group now reports through into the People, Organisational Development and Culture Committee and is currently chaired by Winston Weir, Independent Board Member and the vice-Chairs and members include representatives of minority ethnic staff and corporate teams. The vice-Chairs of the Advisory Group have an open invitation to attend Board meetings.

Asesiad / Assessment

The Black, Asian and Minority Ethnic Advisory Group has supported the Health Board's work to mainstream equality, diversity and inclusion enabling the Health Board in meeting its statutory obligations and its duty under the Equality Act 2010. It has also provided leadership and oversight of a broad range of work which is being undertaken within the Health Board to support improved workplace experiences for our staff and patients, with particular focus on the implementation of the Anti-Racist Wales Action Plan.

At the Advisory Group meeting held on 14 May 2024 discussion took place about the need to review and refresh the terms of reference and this led to reflection on the level of engagement from Black, Asian and Minority Ethnic staff who are able to bring their lived experience to the group. It was noted that attendance at the group meetings has been dwindling and efforts were taken to contact current members to clarify whether their circumstances have changed, based on the analysis of attendance (Appendix 1).

The meeting scheduled for Tuesday 16 July had to be “stood down” as neither the Chair or vice-Chair were in attendance and only one staff representative was present.

It is paramount that the Health Board has a thriving and committed group to drive forward the implementation of the organisation’s local Anti-Racist Wales action plan and the Workforce Race Equality Standard action plan. It is therefore proposed that taking account of the review of terms of reference initially undertaken by the Advisory Group, and the need for greater clarity on the purpose of the group to encourage wider membership, that the name of the group is amended to become the Hywel Dda Anti-Racist Wales Implementation Group. The terms of reference attached in Appendix 2, draw on those which were reviewed by the Advisory Group members in May, and the changes which had been made include:

- The full use of the wording Black, Asian and Minority Ethnic to remove the acronym, reflecting best practice across Wales;
- Clarification of membership roles to distinguish staff representatives from those with officer roles;
- Making the prime purpose of the group as having responsibility for the oversight and implementation of the Anti-Racist Wales Action Plan;
- Remove areas which are aligned to the Black, Asian and Minority Ethnic Staff Network.

Argymhelliad / Recommendation

The People, Planning and Organisational Development Committee are asked to:

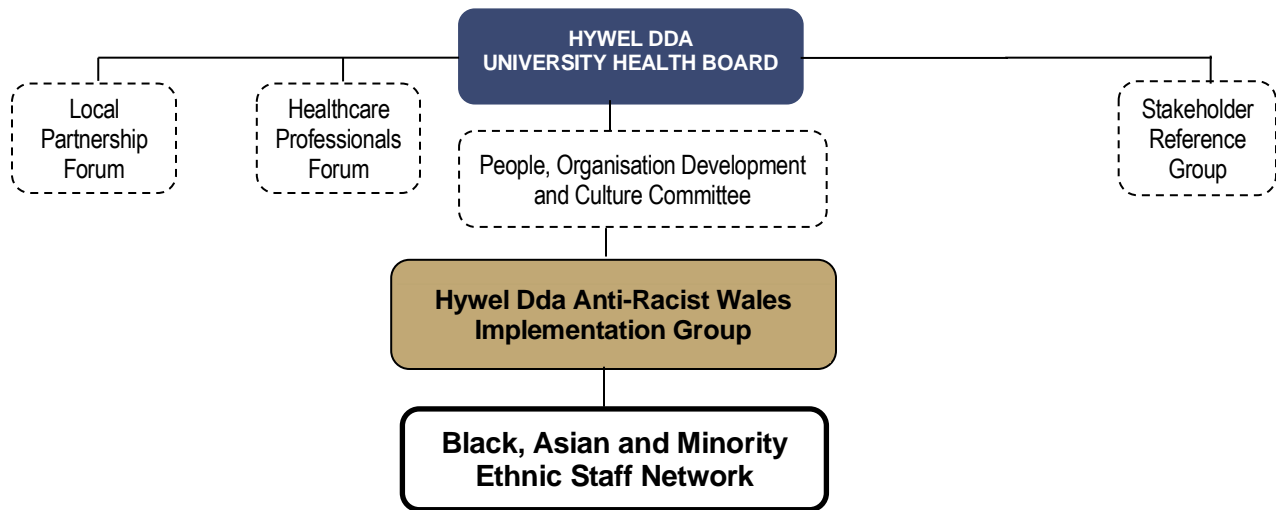
- **APPROVE** the change of focus for the group and the new title of Hywel Dda Anti-Racist Wales Implementation Group
- **APPROVE** the new Terms of Reference.

Amcanion: (rhaid cwblhau)	
Objectives: (must be completed)	
Committee ToR Reference: Cyfeirnod Cylch Gorchwyl y Pwyllgor:	To provide assurance to the Board on compliance with legislation, guidance and best practice around the workforce and OD agenda.
Cyfeirnod Cofrestr Risg Datix a Sgôr Cyfredol: Datix Risk Register Reference and Score:	N/A
Parthau Ansawdd: Domains of Quality Quality and Engagement Act (sharepoint.com)	7. All apply
Galluogwyr Ansawdd: Enablers of Quality: Quality and Engagement Act (sharepoint.com)	6. All Apply
Amcanion Strategol y BIP: UHB Strategic Objectives:	4. The best health and wellbeing for our individuals, families and communities

Amcanion Cynllunio Planning Objectives	Not Applicable
Amcanion Llesiant BIP: UHB Well-being Objectives: Hyperlink to HDdUHB Well-being Objectives Annual Report 2021-2022	4. Improve Population Health through prevention and early intervention, supporting people to live happy and healthy lives 5. Offer a diverse range of employment opportunities which support people to fulfill their potential

Gwybodaeth Ychwanegol: Further Information:	
Ar sail tystiolaeth: Evidence Base:	Equality Action 2010
Rhestr Termau: Glossary of Terms:	Included within the body of the report
Partïon / Pwyllgorau â ymgynhorwyd ymlaen llaw y Pwyllgor Diwylliant, Pobl a Datblygu Sefydliadol: Parties / Committees consulted prior to People, Organisational Development & Culture Committee:	Black, Asian and Minority Ethnic Advisory Group

Effaith: (rhaid cwblhau) Impact: (must be completed)	
Ariannol / Gwerth am Arian: Financial / Service:	Not applicable.
Ansawdd / Gofal Claf: Quality / Patient Care:	The effective implementation of the Anti-Racist Wales Action Plan and locally identified actions will contribute to improved experiences for patients and families.
Gweithlu: Workforce:	All staff have a role to play in delivering their roles in a way with promotes Anti-Racism, equality and inclusion.
Risg: Risk:	Not applicable.
Cyfreithiol: Legal:	Equality Act 2010
Enw Da: Reputational:	The Health Board's progress with implementation of the Anti-Racist Wales Action Plan is reviewed by Welsh Government through bi-annual reports and Integrated Quality and Planning Delivery meetings.
Gyfrinachedd: Privacy:	Not applicable.
Cydraddoldeb: Equality:	An Equality Impact Assessment has not been undertaken as this is an update report.



HYWEL DDA ANTI-RACIST WALES IMPLEMENTATION GROUP

TERMS OF REFERENCE

Version	Issued to:	Date	Comments
V0.1	BAME Group	22 nd July 2020	
V0.1	Hywel Dda University Health Board	30 th July 2020	
V0.2	BAME Advisory Group	14 th July 2022	Revised reporting structure, inclusion of staff network and updated membership.
V0.2	People, Organisational Development & Culture Committee	18 th August 2022	Approved
V03	BAME Advisory Group	19 th July 2023	Annual review of ToRs. Update to membership, Lead Director information and group objectives.
V04	People, Organisational Development & Culture Committee	17 th August 2023	Annual review of ToRs approved by PODCC.
V05	BAME Advisory Group	14 th May 2024	Review of the ToRs in preparation for submission to PODCC in August. Changes to the ToRs include: <ul style="list-style-type: none"> the full use of the wording Black, Asian and Minority

			<p>Ethnic to remove the acronym, reflecting best practice across Wales.</p> <ul style="list-style-type: none"> • Review of membership to clarify role of member representatives and those with officer roles • Clarification of the oversight role for the Anti-Racist Wales Action Plan
V06	People, Organisational Development and Culture Committee	20 th August 2024	<p>Following continued low attendance at meetings and the need to stand-down the BAME Advisory Group meeting on 16th July 2024 due to lack of quoracy, a further change was made to the ToR (V05) reviewed on 14/05/2024:</p> <ul style="list-style-type: none"> • Change of group name to Hywel Dda Anti-Racist Wales Implementation Group to provide clarity of purpose of the group and encourage wider membership

HYWEL DDA ANTI-RACIST WALES IMPLEMENTATION GROUP

1. Constitution

- 1.1 The Hywel Dda Anti-Racist Wales Implementation Group has been established as an implementation group of the Hywel Dda University Health Board having been constituted from 1st July 2020, initially as the Black, Asian and Minority Ethnic Advisory Group. For the purpose of these Terms of Reference the term Black Asian Minority Ethnic means everyone who self-identifies their ethnicity as other than White British and includes White European.

2. Membership

- 2.1 The Group will be chaired by an Independent Board member to provide senior leadership, and Black, Asian and Minority Ethnic staff representatives will be nominated to be appointed as Vice-Chairs. The vice-Chairs will have an open invitation to attend Public Board meetings.
- 2.2 Membership of the Hywel Dda Anti-Racist Wales Implementation Group Membership will include:
- staff working across the breadth of professional groups using annual workforce equality data as a benchmark
 - Chair and Vice-Chairs of the Black Asian and Minority Ethnic Staff Network
 - Trade Union Representatives
 - Senior Chaplain (Chaplaincy and Spiritual Care Team)
- 2.3 The Group will be supported by officer members from corporate teams, including:
- Director of Workforce and Organisational Development – (Diversity & Inclusion lead Executive)
 - Assistant Director of Strategic Partnerships, Diversity and Inclusion
 - Head of Partnerships, Diversity & Inclusion
 - Diversity and Inclusion Manager
 - Assistant Director of Organisational Development
 - Head of Resourcing & Utilisation
 - Workforce Culture, Diversity and Inclusion Manager

3. Quorum and Attendance

- 3.1 For the Hywel Dda Anti-Racist Wales Implementation Group meeting to be quorate there will be an attendance of five members or a quarter of the membership (whatever is greater excluding officer member representatives) for the meeting to take place. The Chair or Vice-Chair must be present.

4. Aims and Objectives

4.1 The aim of the Hywel Dda Anti-Racist Wales Implementation Group is to advise the Health Board through updates to the People, Organisational Development and Culture Committee, on mainstreaming equality, diversity and inclusion and to provide a forum to:

- Oversee the development and local implementation of the Anti-racist Wales Local Action Plan on behalf of the Health Board, reinforcing the organisations values.
- Oversee the development and local implementation of a local action plan on behalf of the Health Board, in response to the findings from the annual Workforce Race Equality Standard report.
- Provide advice in the development or review of policies and procedures ensuring that Minority Ethnic staff are not disadvantaged.
- Receive updates from the Black, Asian and Minority Ethnic Staff Network and identify issues or concerns which may require further action, through the establishment of a specific task and finish group, or for inclusion in the Anti-racist Wales Local Action Plan or Workforce Race Equality Standard local action plan.
- Promoting equality, diversity and inclusion and support the Health Board in meeting its statutory obligations regarding its duty under the Equality Act 2010.
- Contribute to identifying best practice examples for inclusion in annual reports e.g., Strategic Equality Plan annual report, Anti-Racist Wales Action Plan updates for Welsh Government.
- Reviewing annual workforce equality and pay gap data to offer advice on the development of specific positive actions.
- Receive updates on local and national policy developments.
- Receive presentations on examples of research and best practice.

5. Management of Meetings

- 5.1 Meetings will be held bi-monthly although the frequency of the meetings may change in response to the operational business priorities of the Health Board impacting on staff representatives.
- 5.2 These Terms of Reference include scope for smaller work groups to be identified for limited periods of time to drive work programmes forward.

6. Reporting and Advisory Arrangements

- 6.1 The Hywel Dda Anti-Racist Wales Implementation Group will report to the People, Organisational Development and Culture Committee.

7. Secretarial Support

- 7.1 The Director of Workforce and Organisational Development as Diversity and Inclusion lead Executive Director will ensure that the Hywel Dda Anti-Racist Wales Implementation Group is properly equipped to carry out its role.

8. Review Date

8.1 These terms of reference and operating arrangements shall be reviewed on at least an annual basis by the People, Organisational Development and Culture Committee.