

## Equality and diversity group meeting

### Action log from November 2018

Action No	Action	Whom	Update	Completed
1.	CL to update the group in a future meeting of how they have changed the approach in the next phase of work for Path to Excellence.	CL	LA has invited CL / ET to bring an update to the May meeting.	
2.	ET to bring an update back to the group about the protocol she is working on.	ET		
3.	LH to contact new attendees for ED group	LH		
4.	Circulate dates for the IAF workshop to group	AS	IAF workshop was postponed as the guidance from NHS England had been delayed and no longer fitted timescales.	
5.	AS to email group with CCG website link and IAF document	AS	IAF document was circulated for the February meeting.	
6.	All to consider the IAF. Email LA / AS any thoughts for examples which are accessible on the website, any examples that we can make clearer on the website or areas where we need to make improvements to meet the criteria.	All		
7.	Liz to see if U3A group would like Jackie to present findings on social isolation.	LH		
8.	JN to email AS link to where social isolation information is on the Sunderland Council / Sunderland University website.	JN	JN forwarded details on to AS.	
9.	AS to email social isolation information to MY NHS, CCGs social media channels and also include in newsletter.	AS		
10.	Liz to send AS updated email address for Chris Hewson.	LH		

Action No	Action	Whom	Update	Completed
11.	HB/LA/AS to work on a new ToR to bring to the February meeting.	HB/LA/AS	New TORs have been drafted and were circulated ahead of the February meeting.	

12.	All to think about who should attend future meetings, particularly from protected characteristic groups and umbrella organisations.	ALL		Rolling
13.	All to think about suggestions of new meeting venues	ALL		Rolling
14.	AS to post out documents to DE & LH one week in advance	AS		Rolling
15.	LA to obtain executive summaries for large documents	LA		Rolling
16.	LA & AS to manage E&D attendance lists and contacts	AS / LA		Rolling
17.	AS to map and gap who we are missing, and reach out proactively for representation at the group	AS		Rolling
18.	Everyone to email LA & AS team updates 1 week before.	ALL		Rolling

Name	Initials
Hannah Brooks	HB
Lisa Anderson	LA
Anisah Sharmeen	AS
Jackie Nixon	JN
Liz Highmore	LH

Caroline Latta	CL
Emma Taylor	ET

