**DRAFT**

**South West Yorkshire Partnership NHS FT**

**Covid19: Equality and Inclusion Trust Wide Task Force**

1. **Introduction and purpose** 
   1. The Trust aim in responding to the COVID19 pandemic is to ensure that service users, carers and their families are kept safe, well and resilient during this time. COVID-19 does not discriminate, but it does appear to impact differently on parts of the population and there is evidence emerging that there are disproportionate impacts on different protected groups. Because of this it is important that a systematic approach is taken to ensure that our service users and wider communities feel supported and help us develop approaches to ensure that we can together address any issues that may impact them directly.
   2. This Task Force has been established to ensure that as part of the Trust’s approach to equality and inclusion, based on emerging evidence on the impact of COVID-19, that any specific impacts are addressed and action taken.
   3. The purpose of the group will be;

* To ensure there is a coordinated Trust response to the emerging evidence that COVID19 is having an adverse impact on some of our protected groups.
* To understand the current impact of COVID-19 on Trust service users and communities.
* To provide reassurance to service users and communities that their health and wellbeing is a priority given emerging evidence.
* To ensure that based on current known health issues of BAME communities that the Trust’s health and wellbeing support is through a separate Staff Task force which will be aligned to the Trust wide approach.
* To develop a Trust wide systematic evidence and values based response to all emerging evidence by ensuring we are proactive in identifying any issues
* To gather timely intelligence which will identify any emerging issues, impacts and inform an action plan
* To mobilise an action plan at pace to ensure as a trust we are proactive in mitigating any impacts
* To identify measures to ensure the situation is monitored and any remedial action taken

1. **Membership** 
   1. The group will have Trust wider representation which will include:

* Director of Nursing, Quality and Deputy Chief Executive
* Marketing, Communication, Engagement and Inclusion Lead
* Medical representative
* Carers lead
* Staff network representatives
* Staff side representation
* BDU representatives
* Business intelligence lead
* Nursing and profession lead
* Equality and engagement manager
  1. The group will be chaired by the Director of Nursing, Quality and Deputy Chief Executive

1. **Frequency and administration** 
   1. The meetings will take place weekly for 1 hour and will be administrated by the Nursing and Quality Directorate
   2. The agenda will be agreed by the Chair in consultation with other members
   3. The meeting will be recorded as action notes and exception reporting
2. **Remit and responsibilities of the group**

* 1. To ensure that our strategic, operational and tactical health and wellbeing activities are informed by local, regional and nationally evidence based Equality Impact Assessment (EIA). To further inform the EIA with Trust evidence base, insight and lived experience of our service users and communities. To use the EIA as a tool to inform a Trust wide action plan.
  2. To ensure that we have effective and timely communications to reassure staff, service users and communities.
  3. Gather meaningful data to help the Trust understand then impact on all protected groups. To interrogate the data and identify any hotspots or areas of impact
  4. To ensure the action plan is proactive and timely and any risks are mitigated. To engage service users and communities in the development of the actions and ensure they are driven by insight
  5. To ensure delivery is centrally led and coordinated and part of a Trust wide approach using the whole system to respond in a coordinated way, so people immediately feel assured and supported.
  6. To identify measures that can be reported on regularly and to demonstrate impact of the actions taken
  7. Develop a communication plan to ensure key messages reach the intended target audience and provide assurance and support. Cascade tools and resources to managers, service users and communities.
  8. To identify external partners who can help us deliver our actions including key stakeholders and the wider community and voluntary sector
  9. To review the diversity of the Trust command and control structure and put measures in place to ensure command structures are reflective of the population we serve.