

NHS RHO Stakeholder Engagement Advisory Group

Key details of the Terms of Reference

Purpose

The purpose of the Stakeholder Engagement Advisory Group (the Group) is to support the ambition of the NHS Race & Health Observatory (NHS RHO) to tackle ethnic inequity and racism in health. This includes the unfair experiences and outcomes faced by Black, Asian, and minoritised ethnic people who are trying to get, or while receiving, healthcare, as well as those working in the healthcare system.

The Group shares the issues that matter most to the communities they champion and provide knowledge on the effect and impact of NHS RHO's work within the communities they are rooted in. They advise NHS RHO on its activity, sharing their lived and learned expertise to make sure our work has a positive impact for the Black, Asian, and minoritised ethnic communities we serve.

Membership

The members of the Group will include people who:

- Have experienced ethnic inequity and/or racism when trying to get, or while receiving, healthcare.
- Have experienced ethnic inequity and/or racism while caring for someone trying to get, or receiving, healthcare.
- Work in healthcare, in either a clinical or non-clinical role, and focus on tackling ethnic health inequity and racism in healthcare.
- Work or volunteer for a community-led organisation, charity, or initiative that supports Black, Asian, and minoritised ethnic communities.
- Are independent advocates for ethnic health equity and anti-racism in health.

The Group's membership is reviewed every three years.

Duties

Activity

The Group will work collaboratively with each other, as well as agreed, relevant organisations and stakeholders, to provide strategic advice and accountability for NHS RHO. The Group will have access to resources and close support from the NHS RHO staff team to carry out its activity. This will include:

- Reviewing and offering advice to ensure NHS RHO strategic materials, research, and project outputs are accounting for the needs of Black, Asian, and minoritised ethnic communities.
- Offering advice on the impactful publication and distribution of the above, specifically aiming to broaden NHS RHO's audience to reach, engage, and involve Black, Asian, and minoritised ethnic communities.
- Supporting the creation of specific resources aimed at improving the community engagement and involvement practices in the NHS and the healthcare system.
- Informing NHS RHO of important issues for their communities, and making recommendations for activity to tackle these issues, such as raising awareness,

gathering and publishing evidence, and influencing decision-makers.

The Group will work to raise the profile of the NHS RHO and raise the issue of ethnic inequity and racism in health wherever possible. The Group can consider carrying out specific pieces of work in their communities to support NHS RHO's ambition. To do this, they must develop a written proposal to be submitted to the NHS RHO staff team and the Board, for consideration and approval.

Meetings

The Group will meet 4 times a year, or as determined by the Group. Any member of the Group may ask for a meeting to be convened in-person, online, or by telephone, or for a matter to be considered over email. Meetings will primarily be held online, with the ambition of at least 1 meeting a year being held in-person.

There is no minimum number of members who must be at each Group meeting, as the Group is advisory, not a formal decision-making body.

The time and date of each Group meeting will be agreed and scheduled at the start of the year. Meeting agendas and supporting papers will be informed by the Group and agreed by the Chair(s). They will be circulated by the NHS RHO staff team to each Group member and attendee at least 5 working days before the meeting.

NHS RHO staff will take notes of the discussions had in each Group meeting, as well as actions to be taken after. They will note the names of those who did and did not attend the meeting. These notes will be finalised into draft minutes and sent to the Chair(s) to agree their accuracy within 7 working days following the meeting. After, they will be shared with all members and submitted for agreement and sign-off at the next meeting.

Attendance

Members of the group are expected to attend meetings wherever possible. When they are not able to attend, they must notify the Chair(s) of the Group. As an exception and if approved by the Chair(s), members can send a deputy to attend in their place.

At the invitation of the Chair(s), others attendees may join Group meetings as appropriate.

The Chair(s) may ask any attendee who is not a member of the Group to withdraw from a meeting to facilitate the open discussion of a particular subject.

Declarations of interest

All members and attendees of the Group must declare any relevant personal, non-personal, financial, or other potential interests at the start of any meeting. At any time, any member is entitled to ask the Chair(s) whether an item should be discussed outside of a meeting if they think it conflicts with a particular interest, power, or duty represented in the meeting.

The Chair(s) of the Group will decide if there is a conflict of interest regarding a meeting item that requires a member and/or attendee to not participate in a discussion or otherwise limit their involvement in the meeting.