

**Department of Health, Social Services and Public Safety and Health
and Personal Social Services**

Equality Information Steering Group

Terms of Reference

- 1)** To consult with equality groupings, and agree and oversee a work programme designed to secure the required 'equality' data for the DHSS&PS and the HPSS including agreeing an action plan and agreeing priorities.
- 2)** To agree the scope of the information systems and sources being covered by the project (e.g. are personnel/financial systems to be included?).
- 3)** To oversee a detailed assessment of the availability and quality of existing equality information.
- 4)** To establish specific working sub-groups, made up of staff with specialist knowledge of HPSS information and IT systems and representatives of interested equality groupings to take forward a work programme designed to identify gaps in equality information and data quality issues concerning equality data.
- 5)** To consider and agree proposals from the sub-groups, including costs and timescales, designed to address both data quality issues and information gaps and taking account of data confidentiality and data protection issues.
- 6)** To commission, in consultation with interested equality groupings, research and surveys designed to fill gaps in equality information.
- 7)** To secure the required resources needed to undertake the programme of work.