

# FOI 00129-2025-26 – Staff Networks



## NHS 24 Anti-Racism Network

**DRAFT TERMS OF REFERENCE** (circulated for feedback - November 2025)

### 1. PURPOSE OF GROUP

- 1.1** The NHS 24 Anti-Racism Network will be responsible for supporting the implementation and monitoring the progress of NHS 24's Anti-Racism Action Plan.
- 1.2** The Network will also identify and recommend improvement opportunities, helping NHS 24 to become an exemplar organisation in its delivery of equality, diversity, inclusion, human rights, and specifically tackling racism.

### 2. GOVERNANCE AND REPORTING

- 2.1** The Network has been established as set out within NHS 24's Anti-Racism Action Plan, which was approved by the Executive Management Team and NHS 24 Board. As the plan includes actions in relation to service delivery and workforce, progress made in relation to the action plan will be reported to the Clinical Governance Committee and Staff Governance Committee.
- 2.2** Progress will be reviewed regularly and reported in line with Scottish Government requirements, which is currently every six months.
- 2.3** A formal review and report of progress made will be produced every two years and published within NHS 24's Equality Mainstreaming Report.

### 3. MEMBERSHIP

- 3.1** Membership will include NHS 24 staff working in roles relevant to the delivery of the plan. It will also include staff and stakeholders with lived experience of racism, and staff and stakeholders who are passionate about being anti-racism champions. All members should have or be willing to work towards obtaining the knowledge and expertise required to steer debate, decision making and provide oversight.
- Executive Director – (TBC)
  - Non-Executive Director nominated *by Board* (TBC, depending on Board support)
  - Head of Organisational Development, Leadership and Learning
  - ODLL Facilitator
  - Talent Acquisition Manager
  - Consultant in Public Health Medicine
  - Staff Side representative
  - Service Delivery representatives

- Engagement Manager
- Public Partnership Forum/Youth Forum member
- Third Sector organisation representing the interests of minority ethnic people

**3.2** The meeting will be chaired by TBC.

**3.3** Additional attendees will be invited where relevant to the agenda, to provide subject matter expertise.

**3.4** Members can nominate a deputy to attend meetings in their absence, providing that the nominated deputy has relevant knowledge, accountability, and responsibility to take decisions and provide expert input.

**3.5** Membership will be reviewed annually.

## **4. CONDUCT OF BUSINESS**

### **4.1 Quorum**

Meetings will be considered quorate when a minimum of 4 members are in attendance.

### **4.2 Meetings**

The NHS 24 Anti-Racism Network will normally meet 3 times per year. Additional meetings may be arranged at the discretion of the Network/Network Chair.

The meeting agenda will be circulated in advance of meetings. An action note for each meeting will be recorded and shared with members.

### **4.3 Declarations of Interest**

Declarations of interest will be a standing agenda item.

## **5 OBJECTIVES**

**5.1** NHS 24 understands that becoming an anti-racist organisation can be a long process and it will require an ongoing commitment from everyone at NHS 24 to:

- **Acknowledge** that racism exists in Scotland, and that includes within NHS 24, and that positive action is required to tackle this.
- **Learn** about racism, its impact on NHS 24 service users and staff.
- **Understand** where we are on our journey towards becoming an anti-racist organisation, and our individual responsibilities.
- **Take action** to actively stand up against racism, challenging and changing policies, practices, beliefs and behaviours that can unfairly disadvantage people from minority ethnic groups.
- **Create** an inclusive organisational culture that celebrates diversity and proactively works to ensure an inclusive working environment.
- **Involve and engage** minority ethnic communities and staff, ensuring that their views and experiences help to inform our work.
- **Develop and deliver** services in a way that meets the needs of everyone living in Scotland.

**5.2** The NHS 24 Anti-Racism Network will be responsible for supporting and overseeing NHS 24’s progress towards this mission statement and the actions contained within the Anti-Racism Action Plan.

**5.3 REVIEW OF TERMS OF REFERENCE**

Terms of reference will be reviewed every 12 months.

<b>Version Control</b>	<b>November 2025 - DRAFT VERSION FOR FEEDBACK</b>
Author/ Responsible Executive Lead	
Approved by:	
Approved date:	
Date for review:	November 2026
Replaces previous version:	N/A