



Equality, Diversity and Inclusion (EDI) Group - Terms of Reference

Purpose

The group will ensure that there is an integrated, proactive approach to equality, diversity and inclusion that meets the Council's Public Sector Equality Duty, is informed by sector best practice and supports the achievement of the Council's values, behaviours and objectives.

Role and Functions

- Ensure a consistent and integrated approach to EDI across the Council
- Plan and engage with the Council's Equality Objectives
- Champion and promote EDI activities happening across the Council
- Actively raise the profile of EDI ensuring compliance with the Equality Act 2010 and Public Sector Equality Duty
- Drive the action plan stemming from the EDI project forward
- Provide staff networks and employees with a clear route within WCC to feedback, recognising the importance of two-way communication to enable a collaborative, innovative and accountable environment.

Role of individual group members

- Be proactive in championing EDI and promote the benefits of diversity and inclusion in your Service Area, Directorate and across the Council
- Encourage staff to identify opportunities and work toward solution in relation to EDI
- Share good practice in relation to EDI from a range of different organisations
- Actively contribute to achieving the Council's Equality Objectives
- Actively contribute to the group, including contributing to the agenda and taking a lead on priorities (face to face and virtually)

Authority

To advise and make recommendations on areas that the group can influence including for Directorate Leadership Teams (DLT) to consider on local change programmes and for input into corporate change programme activities etc.

Membership

Chair: Rich Thomas

Permanent Members:

- Communities Senior Leadership Forum Representatives – Kieran Amos and Jonathon Toy
- People Senior Leadership Representative – Shade Agboola
- Resources Senior Leadership Representative – Olivia Cooper and Purnima Sherwood
- Lead Commissioner for EDI: Culture, Leadership and Performance – Kate Sullivan
- Delivery Lead for EDI: People and Organisational Development – Dawn Barr
- Comms Representative - Sarah Antill
- Consultation and Engagement / Business Intelligence – Lucy Rumble
- EDI Practitioner – Keira Rounsley
- EDI Advisor - Joanna Kemp

Representative Members:

- Fire and Rescue's Community Engagement Officer – Imran Dean
- Communities Employee Forum Representative – Andi Hillman / James Ward
- People Employee Forum Representative – Judith Nicholls
- Resources Employee Forum Representative – Abigale Flack
- BAME Staff Network Representative – Melanie Adekale
- Carers Staff Network Representative – Rach Bently
- LGBT+ Staff Network Representative - Sera Bailey
- Women's Staff Network Representative – Stephanie Hartopp

External Stakeholders:

- Groups may be invited to attend as appropriate
e.g. Social Inclusion Service Contract Provider (EQuIP)

Meetings and Administration

- The group will meet quarterly, however as an extension of the group, task and finish sub-groups may be developed at different frequencies to deliver on objectives to ensure we move with purpose. In addition, the group will communicate and share relevant information / ideas virtually via Microsoft Teams.
- The agenda will be made up of items sought by the Chair (three weeks prior to the meeting) from members.
- Any items and supporting papers for the agenda should be sent to the Chair no later than ten working days prior to the date of the meeting.
- The agenda will be circulated at least one week prior to the meeting.
- Minutes will be circulated to all members ideally within ten working days of the meeting and will be available on relevant intranet pages.

Reporting

Annual report of the outcomes and achievements of the Council's EDI Group will be shared with How We Work Board and / or Corporate Board, as well as any specific updates on the EDI project as it develops.

Review

The effectiveness and membership of the group will be reviewed at the end of every financial year.