



## **Council 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).

### **Council EDI Group objectives**

#### **1. Actively contribute to achieving the Council's equality objectives**

- **Collaboration:** Work closely with other departments and teams to ensure a coordinated approach to achieving the Council's Equality Objectives. Engage with key stakeholders to ensure that recommendations are practical and aligned with the Council's overall strategy. Increased involvement from the Senior Leadership Team (SLT) with the Council EDI Group would be beneficial for the group's development.

- **Share good practice from different organisations:**
  - **Research and benchmarking:** Stay informed about EDI best practices from other organisations and industries. Share these insights with your team.
  - **Networking:** Build relationships with EDI professionals in other organisations to exchange ideas and learn from their experiences.
  - **Case studies:** Present case studies of successful EDI initiatives from other organisations during meetings and training sessions.

## **2. Improve the quality of life for communities living in the county while working with our external partners**

- **Utilise the Council's powers and influence:** Drive inclusion and approaches to determine gaps in understanding about communities in our areas. Use government initiatives, strategies, policies, and frameworks to engage with community groups, giving them a voice and a channel of communication with the Council.
- **Community engagement:** Develop initiatives that directly involve community members in decision-making processes to ensure their needs and perspectives are considered.

## **3. Establish EDI as a core corporate competency for Senior Leaders**

- **Champion EDI:** Ensure senior leaders champion EDI to make the ambitions of this strategy everyone's business. This includes listening and responding to feedback from staff networks and coordinating and supporting the work of directorates, 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:** Head of Workforce Planning and Development

### **Permanent Members:**

- Head of Workforce Planning and Development
- Workforce Development Service Manager
- Equality Diversity & Inclusion Technical Specialist
- Comms Representative
- Employee Experience Team Manager
- Employee Experience Practitioners
- Head of Quality & Impact (Children & Families Service)
- Head of Adults Practice and Safeguarding
- Consultation and Engagement Professional Specialist

### **Representative Members:**

- Warwickshire Fire and Rescue

- Communities Employee Forum
- People Employee Forum
- Bereavement Network
- Cancer Support Network
- Care Experienced Employee Network
- Carers Network
- Christian Network
- Cultural Network
- Disability Network
- Future Warwickshire Network
- GEM Network
- LGBTQ+ Network
- Menopause Peer Support Group
- Muslim Network
- Neurodiversity Network
- Women's Network

#### **External Stakeholders:**

- Groups may be invited to attend as appropriate
- 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 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.