

Terms of Reference: GBC Equality & Diversity Group

<p>Purpose</p>	<p>The Equality and Diversity Group has responsibility for ensuring the development and delivery of the Council’s Equality and Diversity Scheme. The group will ultimately be accountable to the Corporate Management Board.</p> <p>The group will promote, champion, and encourage diversity, inclusion and equality in the workplace and will monitor the Council’s key areas of performance.</p> <p>The group will also consider the future strategic agenda relating to equality and diversity and will advise and make recommendations on appropriate initiatives and activities that will help Guildford Borough Council achieve its key diversity aims.</p> <p>The group will act as a channel to challenge the organisation in terms of our practice, approach and development of equality and diversity, where progress is limited or, in support of underrepresented or disadvantaged individuals/groups.</p>
<p>Membership</p>	<p>The Group is made up of:</p> <p>Robin Taylor – Executive Head of Organisational Development – Chair Ali Holman, HR (Equalities & Diversity Lead) Norman Joss, Legal & Democratic Services Jo James, Organisational Development Andrea Barnett, Organisational Development Siobhan Kennedy, Housing Services Sam Hutchison, Community Services Charlotte Brindley – Commercial Services Hannah Cornick, HR Training Sean Grady – Regulatory Services Jane Brown, Communications & Customer Services Amanda Hargreaves – Commercial Services</p> <p>The group will review its membership annually (or as required following change) to ensure that it best reflects the requirements of implementing the E&D agenda.</p>
<p>Frequency of Meetings</p>	<p>Quarterly (to be reviewed after 6 months)</p>
<p>Quorum</p>	<p>The quorum is 5 members which must include:</p> <p>Chair/Deputy Chair 4 other members</p>
<p>Meeting administration</p>	<p>The group will be serviced by HR</p>
<p>Duties</p>	<p>To support and help drive any internal or Equality and Diversity Group initiatives, communicating and embedding equality and diversity practices into the whole organisation.</p> <p>To champion diversity and inclusion across the organisation and within our own Services and raise awareness about how it is everyone’s responsibility to create a diverse and inclusive culture.</p> <p>To support the organisation in addressing the gender and ethnicity pay gaps.</p>

	<p>To support any future programme development for other underrepresented groups (e.g. BAME, Disability, LGBTQ+)</p> <p>To work collaboratively with existing groups where possible and participate in relevant sub advisory and working groups. To participate in proposals for specific initiatives and activities from the Equality and Diversity perspective.</p> <p>To ensure that underrepresented groups in the Guildford borough are fully accounted for in the provision of our services.</p> <p>Help to create a culture where staff feel comfortable to be themselves in the workplace to be open about our differences, and where staff feel that they can ask for help if they need it.</p> <p>To identify appropriate channels of communication to promote good practice in relation to the promotion of equality and diversity.</p>
<p>Monitoring and Review</p>	<p>A key measure of success is the satisfaction and wellbeing of staff and evidence for increased diversity where groups are underrepresented (workforce profile, staff surveys, exit interviews etc).</p> <p>The Equality and Diversity Group will undertake regular reviews of both qualitative and quantitative data relating to diversity and inclusion and staff satisfaction and engagement across the organisation.</p> <p>The group will monitor performance against its Equality and Diversity Action Plan, strategies, and statutory obligations, to reflect on good practice and make recommendations to CMB as necessary.</p> <p>A quarterly update will be provided to CMB in form of an action plan on progress against the Equality and Diversity agenda.</p>