

Terms of Reference: Equality, Diversity and Inclusion Working Group

Purpose of the Equality, Diversity and Inclusion Working Group

Overall Purpose

To ensure Together Active becomes the most equitable organisation it can be and is accountable and transparent in all these aspects of equality, diversity, and inclusion

- 1) To develop a framework for making organisational decisions which embed equality, diversity, and inclusion in everything we do including
 - a. Leadership and governance
 - b. Policy and procedures
 - c. Operational
 - d. Communication and engagement
- 2) To implement the recommendations of the Race Code Assessment
- 3) To consider and make recommendations on the development of an inclusion network
- 4) To recommend and monitor equality, diversity and inclusion training to all Board and staff members
- 5) To oversee the delivery and review of the Diversity in Governance and Leadership Action Plan

Membership

The Equality, Diversity and Inclusive Working Group will consist of between five and six members:

- Board Member with a focus on Equality, Diversity and Inclusion (ED&I)
- Chair of the Board
- A second Board Member
- CEO
- 2 Together Active staff members

Terms of Appointment run concurrently with terms of appointment to the Board, as stated in the Constitution

Chair

- The Equality, Diversity and Inclusive Working Group shall be chaired by the Board Member with a focus on ED&I

Frequency of Meetings

- At least four times per year
- The Group may meet more often as dictated by circumstances

Quorum

- The Quorum for the Group is 50% of total current membership.

Decisions

- Where possible decisions are reached by consensus.
- Where a consensual decision cannot be reached and as long as the meeting is quorate, a majority vote will decide the issue.
- The Governance and Appointments Group Chair will have a casting vote in the event

of a tie.

Transparency

- Minutes of each meeting will be taken. These will be circulated to Board members or incorporated into the Equality Diversity and Inclusion report taken to the next Board meeting.
- The Terms of Reference will be published on the organisation's website, along with meeting minutes (at times confidential information may need to be removed before publishing)

Review of the Group

- The Group will conduct an annual self-review as part of the annual Board evaluation, to ensure that the Group and relevant staff have the competence and experience to meet their obligations

Authority

- For purposes of clarity, the Board retains the overall responsibility for:
- Signing off and adopting any policies, frameworks and action plans that are produced by the Equality, Diversity and Inclusion Group'
- The Equality, Diversity and Inclusion Working Group role is to make informed recommendations to the Board on all items listed within the Overall Purpose section above'

These Terms of Reference were agreed by the Board 20th April 2021

A review of these Terms of is due in 3 years