

# The Equality, Diversity and Inclusion Advisory Panel

## TERMS OF REFERENCE July 2017

### Purpose

The Equality Diversity and Inclusion Advisory Panel (EDI Advisory Panel) supports the College to affect change to products, services, ways of working and strategies by advising the Executive.

The EDI Advisory Panel:

- Provide specialist expertise in matters of equality, diversity, inclusion and human rights.
- Identify and promote ethical and effective practice.
- Proactively identify areas to offer support, advice and feedback.
- Provide independent scrutiny.
- Identify and advise on ethical and corporate assurance.
- Demonstrate knowledge of and commitment to best practice.
- Advise and support the College to meet its commitment to Equality Act 2010.

We will know the EDI Advisory Panel is successful when:

- Panel members feel valued and their time is well spent.
- Panel members can evidence the difference being made.
- Executive value the support provided.
- The means to measure the College's commitment to EDI are established and improved.
- The 'forward plan' for the panel is delivered.
- The College is demonstrably meeting its commitment to the Equality Act.

### Relationships

The EDI Advisory Panel will provide support, advice and feedback to the College Executive, who will be represented by the Corporate Services Director or on occasion, their nominee. It will be supported in its work by representatives from Strategic Planning & Public Interest.

EDI Advisory Panel members are invited to support the College outside of core meetings by providing advice on projects, specific to their skills and experience.

The College will make relevant information and personnel available to help panel members make a full contribution to issues presented for their consideration.

### Membership

Members will be recruited through open and fair competition by a panel including the Chair and Executive representation. The EDI Advisory Panel will consist of a maximum of 10 members drawn from a range of sectors and backgrounds and with a successful track record in:

- Equality, diversity and human rights.
- Working in a high profile public or private sector organisation.

- Experience of pathfinding and delivering sustainable change.
- Ethical / values-based leadership.
- Successful staff engagement.
- Organisational development.
- Using research or working in a research environment.
- Education and/or professional development and/or a professional body.

Members, including the Chair, will stand for three years with an option to apply for a further three-year term as agreed by the Chair.

In order to be a panel member, vetting must be obtained to the standard prescribed by the College and as detailed in its vetting policy. This will be paid for by the College.

The EDI Advisory Panel will formally meet four times a year. There may also be additional meetings in response to a particular issue.

### **Ways of working**

By joining the EDI Advisory Panel all members agree to:

- Abide by the Code of Ethics.
- Encourage constructive challenge in the spirit of decision-making and progress.
- Respect and protect information obtained in the course of College interactions.
- Attend meetings in person wherever possible.
- Deliver on reasonable actions agreed at meetings.

### **The Chair**

The Chair is appointed by the Corporate Services Director on behalf of the College, following an open and transparent process. The Chair will have responsibility for providing accountability and effective leadership to the panel and its meetings.

The Corporate Services Director will undertake an annual review of the Chair's performance, based on specific objectives and the impact affected on products, services and ways of working.

The Chair is responsible for:

- Fair and effective meetings.
- Enabling all panel members to contribute.
- Setting meeting agendas.
- Overseeing completion of actions.
- An annual report to the Executive at the start of the financial year on the panel's contribution and plans for the year ahead.

## **What the College will do to support the EDI Advisory Panel**

The College recognises the commitment of the panel, who volunteer their time and energy to help and will:

- Provide Secretariat support.
- Maintain an annual plan which aligns the work of the panel to the Business Plan.
- Facilitate relationships with service areas.
- Provide opportunities to contribute and influence work in a timely manner.
- Provide an agenda and concise papers 5 days in advance of meetings and produce minutes within two weeks of meetings.
- Communicate the purpose, value and impact of the panel throughout the College.
- Ensure the Chair has ready access to the Corporate Services Director through scheduled meetings.
- Support and challenge the completion of actions by College personnel, escalating any issues to the Corporate Services Director.

## **Transparency**

Details about the EDI Advisory Panel, including membership, terms of reference, agenda and minutes, will be posted on the College website. The Terms of Reference will be reviewed annually and formally agreed by the Executive. Members are actively encouraged to blog and write articles for the College intranet to raise awareness and engagement.

## **Declaration of interests**

At the outset of each meeting Members must complete a full declaration of any interests that could affect, or be perceived to affect, their impartiality. Members' interests will be recorded by the Secretariat and published on the website. This will be reviewed annually, and any changes in circumstances communicated to the Secretariat.

## **Travel and subsistence**

Members can claim reasonable travel and subsistence expenses in accordance with policy. This includes travel to and from meetings.

END.