

SBC Corporate Equalities Steering Group

Terms of Reference

Date: September 2020

.....

Purpose

The Corporate Equalities Steering Group provides a forum to promote and help embed the Council's values and behaviours. This includes equality, diversity and inclusion related policies, processes, and approaches, for across the authority, and with partners and wider communities.

It helps develop the Council's overall approach to equality, diversity and inclusion and, where necessary, it will highlight issues and make recommendations for action to senior leaders, including, Corporate and Departmental Management Teams.

Responsibilities

- To help develop and oversee the Council's overall approach to equality, diversity and inclusion.
- To provide a forum for the exchange of ideas and good practice.
- To provide support and guidance to staff equality forums, and enable the forums to raise issues as appropriate.
- Help develop and support the council's approach to equality related learning and development.
- Have an oversight of the Council's equality, diversity and inclusion related statutory obligations, particularly in relation to the Public Sector Equality Duty, the publication of equality objectives and information to ensure compliance.
- To oversee the Council's approach to Equality Impact Assessments, in terms of additional support, learning and development and promoting best practice.
- To review and help alert the organisation to forthcoming equality, diversity and inclusion related national or local policy changes.
- To maintain strong links with issues of community cohesion, including with the Inter-Faith Working Group, to ensure linkages between related policy agendas.

Membership

- Executive Director, with lead responsibility for Equalities (currently ED - Transformation)
- Policy Manager
- Policy & Research Officer
- Champion from each department
- Representative from HR & Payroll
- Representative from Workforce Development
- Representative from Equality Staff Forums Representatives (Currently: BAME; Disability and Carers; Outreach (LGBT) and Multi Faith & Belief)

Also invited:

- Trade Union representation (optional)

Timing

Quarterly – or more frequently, if required.

Accountability

CESG will, when appropriate, make recommendations to and provide progress reports to CMT.

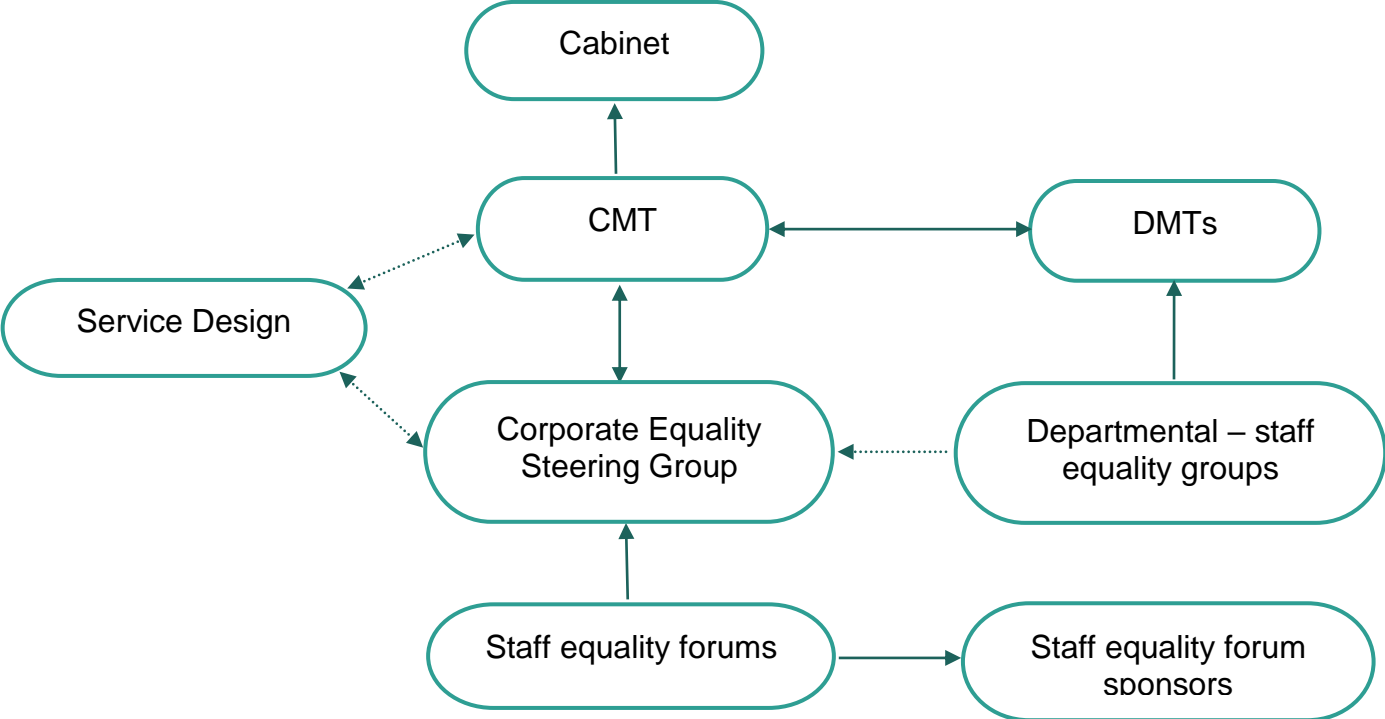
.....

Departmental Equality Groups

Purpose:

- To provide a departmental forum for staff to discuss equality, diversity and inclusion issues relating to their service areas or beyond.
- To link to Departmental Management Team meetings on a regular basis (suggested every 6 weeks) to help highlight equality related issues and provide constructive challenge to departmental or Council-wide practice.
- To regularly review and provide support to departmental Equality Impact Assessment programme, highlighting good practice.
- To highlight any ideas, good practice or issues of concern, relating to equality, diversity and inclusion across the council, via the Corporate Equality Steering Group, the Council's equality lead officers or Human Resources, depending on the nature of the issue.

SBC Equalities landscape



SBC Corporate Equalities Steering Group

Terms of Reference

Date: August 2020

.....

Purpose

The Corporate Equalities Steering Group will provide a cross Council forum for the consideration of the Council's approach to promoting equality, diversity & inclusion issues across the authority, and with partners and wider communities.

Where necessary, it will highlight issues and make recommendations for action to the Corporate Management Team and other bodies and forums to help embed the Council's approach, highlighting implications, including those relating to the Public Sector Equality duty and other related statutory requirements.

Responsibilities

- To develop and oversee an equality & diversity work plan for the year.
- To provide input and consideration to
- To provide support and guidance to the staff equality forums, and enable the forums to raise issues as appropriate.
- To help develop and support the council's approach to equality related learning and development.
- Have an oversight of the Council's E&D related statutory obligations, particularly in relation to the Public Sector Equality Duty, the publication of equality objectives and publication of information to show compliance.
- To oversee the Council's approach to Equality Impact Assessments, in terms of additional support, learning and development and promoting best practice.
- To provide a forum for the exchange of ideas and good practice
- To review and help alert the organisation to forthcoming E&D related national or local policy changes.
- To maintain strong links with issues of community cohesion, including with the Inter-Faith Working Group, to ensure linkages between related policy agendas.
- To utilise the Equality Framework for Local Government.
- To share and promote good practice between Departments and services.
- To analyse national guidance, legislative changes, consider their impact on policy development, service delivery and employment and make recommendations to the Corporate Management Team.

Membership

Head of Service with lead responsibility for Equalities – Chair

- Policy & Governance Manager
- One Head of Service nominated from each Department (Corporate Services, People, Place and Public Health)
- Nominated representative from the People and Organisational Development Team (Training)
- Diversity Staff Forums Representatives:
 - BAME,
 - Disability and Carers
 - LGB&T)

Also invited:

- Trade Union representation (optional)

Attendees will be expected to contribute to, and give feedback to/from their Department and to arrange representative substitutions of equal seniority when unable to attend and send apologies when unable to attend or provide written reports/updates.

Timing

Quarterly – or more frequently, if required.

Accountability

CESG will receive corporate reports from Departments and updates from Staff Diversity Forums. CESG will (when appropriate) make recommendations to and produce an annual progress report to CMT.