

Corporate Equality and Diversity Steering Group
Terms of Reference
January 2018

1. Purpose of the Steering Group:

- 1.1. The purpose of the Steering Group is to support Wigan Council with its commitment to integrate Equality and Diversity throughout its services and to help secure its vision of creating stronger, more resilient communities (The Deal For the Future 2016-2020)
- 1.2. The Steering Group will monitor the council's performance in relation to equality and diversity. This means helping to ensure that Wigan Council meets the General and Specific duties under the Equality Act 2010 and that equality, diversity and human rights is actively promoted, communicated and managed for both our wider local communities and our internal workforce.
- 1.3. The Equality and Diversity Steering Group does not however have the accountability for achieving equality and diversity performance. Individual accountabilities rest with the Council's executive directors and assistant directors, with collective accountability with the Council's Corporate Boards and Committees.

2. Responsibilities of the Steering Group:

- To steer the delivery of the Council's aspirations and obligations in relation to equality and diversity
- To ensure E&D requirements are suitably addressed within the organisation by continually raising awareness and reinforcing the message that E&D is "everyone's business" by helping to embed equality in the following organisational activities; service planning and delivery, procurement, workforce recruitment, development and retention.
- To facilitate communication, debate and dialogue at a strategic and service level relating to equality and diversity issues.
- Share and exchange information, advice and guidance across the Council to staff and Elected members to help raise awareness regarding existing equality and diversity issues and considerations and new issues which may potentially arise in the future.
- Use the expertise within the group to find practical solutions to any barriers that may present themselves in delivering the Council's aspirations and obligations around equality and diversity
- To ensure publication of an annual report summarising progress against the Council's Corporate Equalities Objectives and Equalities Improvement

Plan and achievement or otherwise of equalities priorities, objectives and E&D targets.

- To share consultation work with the group, in particular the methodology and approach used.
- To monitor progress against the schedule of equality impact assessments.
- To influence the Council's training plan for equalities
- To assist the Council in responding to Government consultation, guidance and policy on equalities and community cohesion.

3. Composition of the Steering Group:

3.1 In recent years, to ensure that E&D is deeply embedded in everything we do, the Council has moved away from a specialist team, instead making promoting equality and diversity part of everyone's job'. Therefore the Equality and Diversity Steering Group will be chaired by Assistant Director Kathryn Rees with direct support provided by the Programme Office.

3.2 Membership of the group is open to staff from any area across the Council but should reflect a broad cross-section of experience, knowledge and interests, preferably drawn from all of the separate Directorates across the organisation.

3.3 The Steering Group will comprise a maximum of 15 full members whose nomination must be approved by their managers. Other interested staff will be able to participate in the work of the Steering Group through membership of local departmental networks and / or staff forums.

3.4 Current membership includes;

Name	Role	Directorate
Kathryn Rees	Assistant Director	Customer Transformation
Julie Middlehurst	Group Manager, Regulatory Services	Economy and Environment
Nicola Welch	Chief Internal Auditor	Resources
Sean Melling	Senior Analyst	Customer Transformation
Lucy Downham	PR Manager	Customer Transformation
Lisa Gammack	Service Manager, Organisational Development & Strategy	Customer Transformation
Paul Whitemoss	BSCP / Wigan Safeguarding Adults Board Business Manager	Customer Transformation
Ian Riding	Public Health Programme Manager, Live Well	Adult social care and health
Andrew Mahoney	Start Well Manager	Children and

		Families
Rachel Stafford	Programme & Policy Manager	Customer Transformation
Clare Jones	Project Manager	Customer Transformation
Stephen Southern	Project Manager	Customer Transformation
Danny Dowd	Engagement Officer	Adult social care and health
Roisin Beressi	Senior Solicitor	Resources

4. Role of Members:

4.1 Members of the Steering Group will be expected to:

- Represent their Directorate (individually or jointly) on the E&D Steering Group
- Attend Steering Group meetings and contribute to the Agenda as necessary
- Participate in separate E&D task and finish groups as required
- Promote the work of the E&D Steering Group within their Directorate and help to raise awareness of E&D issues within their Directorate and Departments

5. Work Plan and Meetings:

5.1 The Steering Group will agree an Annual Improvement Plan which will be submitted to the Governance and Information Security Group and SMT Leadership Group for discussion and approval.

5.2 The Steering Group will monitor progress against the Plan at each meeting and will report on a quarterly basis to the Governance and Information Security Group.

5.3 The Steering Group will meet monthly this will be reviewed May 2018.

5.4 Dates of meetings to be agreed in advance for the year.

5.5 The Chair will approve the agenda of all meetings and it will be circulated to members at least five days before the meeting together with any supporting papers

5.6 The agenda will contain, but is not limited to, the following standing items:

- Review of actions from previous meetings
- Approval of minutes of previous meetings

- Progress against Annual Equality and Diversity Improvement Plan
- Review of equality objectives
- Relevant updates and reports from / to the Information Rights Committee and Leadership Group
- Approval of the Committee's quarterly reports to the Executive Team or Leadership Group

5.7 The draft Minutes of the meetings will be recorded, circulated within five days of each meeting and formally agreed at the next meeting.

6. Reporting Arrangements

6.1 The minutes of the Equality Steering Group will be formally recorded and available on the Internal Sharepoint Site.

6.2 The Steering Group will review its output, working methods and terms of reference annually and report to both the existing Governance and Information Security Group and Senior Management Team.

6.3 Changes to the Terms of Reference must be agreed by the Governance and Information Security Group. (TOR to be reviewed annually)