

**Corporate Equalities Group  
Terms of Reference  
January 2021**

**1. Purpose of the Steering Group:**

**1.1.** The purpose of the Corporate Equalities Group is to support Melton Borough Council with its commitment to integrate Equality and Diversity throughout its services and to help secure its vision of creating stronger, more resilient communities.

**1.2.** The Corporate Equalities Group will monitor the council's performance in relation to equality and diversity. This means helping to ensure that Melton Borough 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 Corporate Equalities 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 Corporate Equalities 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.
- Plan and monitor 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 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 To ensure that E&D is deeply embedded in everything we do, the Council has made promoting equality and diversity part of everyone's job'. Therefore the Corporate Equalities Group will be chaired by Director Andrew Cotton.

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 Corporate Equalities Group will comprise a maximum of 15 full members whose nomination must be approved by their managers..

3.4 Current membership includes;

Name	Role
Andrew Cotton	Director of Housing and Communities
Councillor Alison Freer-Jones	Portfolio Holder
Bradley Fox	Corporate Engagement Officer
Albert Wilson	Communities and Neighbourhoods Manager
Aysha Rahman	Leisure, Culture and People Manager
Natasha Taylor	Democratic Services Manager
Awf Alali	Anti-Social Behaviour Officer
Jodie Archer	Senior Housing Manager
Laura Swift	Case Management Lead
Lee Byrne	Regeneration Manager
Louise Parker	Development Manager
Nichola Oliver	Customer Services Team Leader
Ryan Ebdale	Community Policy Officer
Sarah Legge	Local Plans Manager
Sarah-Jane OConnor	HR and Communications Manager
Miriam Bentley-Rose	Equalities Advisor

### 5. Work Plan and Meetings:

5.1 The Corporate Equalities Group will agree an Annual Improvement Plan which will be submitted to the Corporate Leadership Team for discussion and approval.

5.2 The Corporate Equalities Group will monitor progress against the Plan at each meeting and will report on a quarterly basis to the Corporate Leadership Team.

5.3 The Corporate Equalities Group will meet quarterly.

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 Improvement Plan
- Review of equality objectives
- Relevant updates and reports from / to the Corporate 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 Corporate Equalities Group will be formally recorded and available on the Q drive, links will be sent out when minutes are ready to view.

**6.2** The Corporate Equalities Group will review its output, working methods and terms of reference annually and report to Corporate Leadership Team.

**6.3** Terms of Reference must be reviewed annually.