



## **Equality Champions Working Group – Terms of Reference – September 2009**

Equality Champions are selected from each service area to attend bi-monthly meetings of the Working Group.

The purpose of the meetings is to manage an operational working group with corporate support to progress the Equality and Diversity agenda within the Council. The meetings will take progress reports from Champions and agree forward actions. The discussions and outcomes are then referred to the Corporate Management Team.

The Equality Officer and Head of Legal, Equalities and Democratic Services will take the lead in partnership with Human Resources and Organisational Development and Corporate Policy and Performance.

Legal Equalities and Democratic, Human Resources and Organisational Development and Corporate Policy and Performance will provide input and updates on the range of equality and diversity initiatives from the corporate perspective. This will ensure that all obligations to implement equality legislation are met and that the current performance against Local and National Performance Indicators, including the Equality Framework for Local Government and the Race Equality Scheme is maintained and progressed.

Where training needs are identified for Champions, arrangements will be made to meet these needs by Human Resources and Organisational Development.

The main processes in which the Equality Champions will be involved are:-

1. Contributing to and monitoring the Council's 3 Year Rolling Plan of Equality Impact Assessments within their relevant service area.
2. Reporting completed Equality Impact Assessments and any necessary changes to the Plan at each meeting from their relevant service area.
3. Contributing to and monitoring the implementation of the Equality and Diversity Action Plan for their relevant service area.
4. Collecting and reporting evidence of Equality and Diversity outcomes for the Corporate management of the Equality Framework for Local Government.
5. Communicating Equality and Diversity subjects within their relevant service area to other staff, for example, promoting activities for staff and encouraging involvement of staff in events where appropriate, miles and achievements elsewhere in the Council.

The role of the Equality Champions is to :-

- support managers in the preparation of the 3 Year Rolling Plan of Equality Impact Assessments within their relevant service area
- support managers in the completion of Equality Impact Assessments
- **the Equality Champions are not responsible for carrying out Equality Impact Assessments – this is the manager's responsibility**

For each meeting, Equality Champions will be reporting on the following items

<p><b>Number of completed Equality Impact Assessments in the Operational Year from their relevant service area</b></p>	
<p><b>Number of outstanding Equality Impact Assessments in the Operational Year from their relevant service area</b></p>	
<p><b>Which actions under the Equality and Diversity Action Plan for their relevant service area have been completed?</b></p>	
<p><b>Positive outcomes from completed actions under the Equality and Diversity Action Plan for their relevant service area</b></p>	
<p><b>Which actions under the Equality and Diversity Action Plan for their relevant service area are outstanding?</b></p>	
<p><b>Any examples or information relevant to the Equality Framework for Local Government under the five areas :-</b></p> <ul style="list-style-type: none"> <li>○ <b>Knowing your communities and equality mapping</b></li> <li>○ <b>Place shaping, leadership, partnership and organisational commitment</b></li> <li>○ <b>Community engagement and satisfaction</b></li> <li>○ <b>Responsive services and customer care</b></li> <li>○ <b>A modern and diverse workforce</b></li> </ul>	
<p><b>Equality and Diversity updates provided to Departmental teams – feedback.</b></p>	

