

Terms of Reference

1. Introduction and Purpose

- 1.1. The Equality and Diversity Advisory Group (EDAG) is a member and staff led group that will promote equality and diversity within the Parole Board.
- 1.2. The EDAG will provide an integrated, proactive approach to monitoring, challenging, influencing and changing the culture of the Parole Board with regard to equality and diversity.
- 1.3. The EDAG is for staff and Members to openly discuss equality and diversity issues that affect all parts of the Parole Board.
- 1.4. The EDAG is an advisory group to the Management Committee on E&D issues affecting the Board. The Management Committee will task the Senior Management Team with actions.

2. The EDAG will promote and value equality and diversity by:

- 2.1. Developing, updating and reviewing the Equality and Diversity Action Plan.
- 2.2. Monitoring on progress against the Equality and Diversity Action Plan.
- 2.3. Monitoring compliance with equality and diversity legislation, progress against equality targets and performance indicators, and actions taken as a result of advice given to the Management Committee.
- 2.4. Contributing to the business plan.
- 2.5. Developing strategies to identify and share good practice in relation to equality and diversity.
- 2.6. Considering issues referred to it by the Members' Representative Group, the Employee Engagement Group, the Complaints Officer and any individual within the organisation.
- 2.7. To consider Parole Board related equality and diversity issues affecting prisoners and practice in relation to parole reviews.
- 2.8. Reporting to the Management Committee on a quarterly basis.
- 2.9. To review terms of reference annually.

3. Membership

- 3.1. Membership of the group will be made up of:
 - 3.1.1. One member of staff of grade SEO or above.
 - 3.1.2. At least two Parole Board Members (with a maximum of four), to represent the interests of members, and to inform member practice guidance.
 - 3.1.3. One staff member representing Human Resources
 - 3.1.4. One staff member representing the Employee Engagement Group
 - 3.1.5. Three members of staff preferably with balanced representation from across the Directorates
 - 3.1.6. Administrative support will be made available to the Group from Corporate Services to administer the group and to take minutes only.
 - 3.1.7. One member of the group will be elected to take on the role of Equality and Diversity Chair. The individual undertaking this role will chair meetings and report back to the E&D Champion.



- 3.2. Quorum
 - 3.2.1. The meeting shall be quorate if 1 Parole Board Member, 1 staff member of grade SEO or above and any 3 other members of EDAG are present for the whole meeting.
- 3.3. Frequency of the meeting
 - 3.3.1. The group shall meet quarterly.
- 3.4. Tenure
 - 3.4.1. Tenure will be for a minimum period of 1 year which will be reviewed on an annual basis and selection will be through Expressions of Interest.

4. Reporting

- 4.1. Minutes of the Equality and Diversity Advisory Group will be circulated to the Management Committee, Employee Engagement Group, and Members' Representative Group and published on the Parole Board's SharePoint.
- 4.2. The minutes should be completed within 3 weeks of the last Equality and Diversity Advisory Group Meeting.
- 4.3. Minutes will be signed off by the Equality and Diversity Chair within 4 weeks of the last Equality and Diversity Advisory Group Meeting.
- 4.4. The Management Committee will direct the Senior Management Team to address any equality and diversity issues facing the Parole Board.

5. Responsibilities of All Members of the EDAG

- 5.1. To offer professional expertise and personal experience that will inform the group's work.
- 5.2. To research and investigate external sources of knowledge and bring new information to the group that may assist in improving the work of the group.
- 5.3. To champion equality and diversity in their areas of work and throughout the Parole Board.
- 5.4. To attend all meetings unless there are exceptional circumstances. Substitute representatives may attend in place of absentee.
- 5.5. To raise awareness and issues of concerns and highlight areas of good practice in relation to equality and diversity.
- 5.6. To be the point of contact for staff and members to raise issues to bring to the group.
- 5.7. To assist with the completion of actions.

6. Responsibilities of the EDAG Chair

- 6.1. To set the agenda for EDAG meetings.
- 6.2. To Chair meetings ensuring that they are timely and that actions are assigned appropriately.
- 6.3. To finalise and sign off minutes of meetings.
- 6.4. To ensure that appropriate Governance committees are updated after each EDAG meeting, and relevant leads are commissioned to undertake actions as necessary.

To be Reviewed and Agreed: October 2019