

## Terms of Reference

<b>NAME:</b>	<b>ASCH Equality, Diversity &amp; Inclusion (EDI) and Belonging Board “Bringing your whole self to work”</b>
<b>MEETING TYPE:</b>	Directorate governance
<b>PURPOSE:</b>	To provide a formal structure and mechanism to cascade information and feedback from the corporate EDI Board across the ASCH Directorate.  To provide a feedback loop and place of safety for staff to raise concerns and bring forward positive ideas and actions.
<b>CHAIR</b>	Valentine Nweze/Caroline Baxter
<b>REPORTING TO:</b>	ASCH SMT and DMT
<b>UPDATES TO:</b>	SMT, DMT, Performance Board, Joint Team Managers Meetings and staff and Corporate ICB Board.
<b>FREQUENCY OF MEETINGS:</b>	Monthly (The last Wednesday of every month after the EDI Corporate Internal Control Board)
<b>LENGTH OF MEETINGS:</b>	1.5 hour
<b>RESPONSIBLE FOR:</b>	<ul style="list-style-type: none"> <li>• Empowering all colleagues in the directorate with the confidence to be their authentic selves and bring their whole self to work.</li> <li>• Promoting a safe and inclusive working environment.</li> <li>• Delivering on decisions and actions made at Corporate ICB EDI board successfully across ASCH</li> <li>• Coordinating updates to the relevant groups</li> <li>• Cascading highlights of the Corporate ICB EDI Board discussions across ASCH.</li> <li>• Supporting colleagues to actively promote equalities.</li> <li>• Providing mechanisms of support to ensure that areas of concern are identified and actions taken meet the improvement outcomes that are required across ASCH .</li> <li>• Communicating progress effectively across the directorate (and beyond) against the work for which the group is responsible, celebrating successes and sharing lessons learned.</li> <li>• Visibility of the work of the board and its members.</li> </ul>

<b>DECISIONS:</b>	<ul style="list-style-type: none"> <li>• By Consensus of the board members.</li> </ul>
<b>ROLE:</b>	<ol style="list-style-type: none"> <li>1. Lead the ASCH Directorate in terms of instilling an inclusive leadership culture and practices.</li> <li>2. Ensure that the individual projects and actions within the programmes and strategies for which the ASCH Board is responsible are delivered successfully.</li> <li>3. Provide challenge to ensure that actions taken meet the improvement outcomes that are required of the Directorate.</li> <li>4. Provide assurance to the Directorate governance structure through minutes and regular reporting, on the delivery of programmes and projects</li> <li>5. Champion the change and transformation across equality, diversity and inclusion and effect positive change across the directorate..</li> <li>6. Be a collective voice in all relevant initiatives/strategies impacting the workforce that connect with Equalities, Diversity and Inclusion and Belonging</li> <li>7. Can set up subgroups to focus on dedicated tasks and hold meetings, workshops in order to achieve its accountabilities.</li> </ol>
<b>RESPONSIBILITIES:</b>	<ul style="list-style-type: none"> <li>• Members to commit to regular attendance to ensure meetings are quorate.</li> <li>• Actions to be completed within agreed timescales</li> <li>• Deputies to be identified to attend in member's absence</li> <li>• Read documents ahead of time.</li> <li>• Be willing to contribute to open and transparent conversations.</li> <li>• Lead on projects of this board</li> <li>• Be visible and available to staff to share EDI related themes in the directorate.</li> <li>• Report back to areas you represent and influence action taking</li> </ul>
<b>SENIOR RESPONSIBLE OFFICER:</b>	Simon Robson
<b>MEMBERS:</b>	Janine Adams - HR Vicki Blinks - Comms Leanne Bobb – Commissioning Jayne Brown - Improvement Caroline Baxter – Business Compliance and early intervention (Co-Chair) Clement Guerin – Safeguarding

	<p>Phil Howell – Service Manager Transitions  Sharon Judd – Principal Social Worker  Paul Kouassi – Community Equipment services  Felicity Nii-Bortey – Service Manager Localities and Hospital  Valentine Nweze – Adult Mental Health Social Care (Co-Chair)  Joyce Olasan – Principal Occupational Therapist  Christina Oshodi – Workforce Development  Jayne Raper – Service Manager – Adults Front Door  Kirsty Scarlett – Quality and Market Support  Michaela Wadie – HR  Simon Wadsworth – Internal Provider Services</p>
<b>INVITED TO ATTEND AS APPROPRIATE:</b>	<ul style="list-style-type: none"> <li>• ASCH EDI Board Members/Delegates</li> <li>• Relevant stakeholders</li> </ul>
<b>STANDARD AGENDA ITEMS</b>	<ul style="list-style-type: none"> <li>• Review minutes, actions and matters arising</li> <li>• Updates from Corporate ICB - EDI Board</li> <li>• Matters for reporting / escalation to Department Management Team</li> </ul>
<b>ADMINISTRATION:</b>	<p>Agenda and any papers will be circulated at least 3 working days in advance of each meeting.  Minutes of the meetings will be taken by a Business Support officer and circulated within 10 working days of each meeting.</p>
<b>Date Agreed:</b>	28 <sup>th</sup> February 2024
<b>ToR Review:</b>	February 2025