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EQUALITY & INCLUSION STRATEGIC BOARD TERMS OF REFERENCE

Reference Information

Responsibilities	
Name of Terms of Reference Author:	
Unit or Department:	Professionalism & Trust
Directorate owning this document:	Corporate Services
Meeting Chair:	Commissioner
Version control	
Date of latest version:	V1 September 2022

1. CONFIGURATION DATA

Section A - Document Location

This document is only valid on the day it was printed.
The source of the document will be found within City-i at: TBC

A.1 Revision History

Date of this revision: Implemented in September 2022

Date of Next revision: September 2024

Revision date	Previous revision date	Summary of Changes
May 2022	N/A	Changes to the Chief Officer Team, Forces vision, values, priorities, practices and processes.

A.2 Approvals

This document requires the following approvals.

Name	Title	Date of Issue	Version
	Commissioner	September 2022	1.0

A.2.1 Distribution

This document has been distributed to:

Name	Title	Date of Issue	Version
IASG	(Chair)	September 2022	V3
Police Authority Board	(Tackling Racism Taskforce)	September 2022	V3
Police Authority Board	TBC (Equality SIA Lead)		

A.2.2 Vetting Level Required at Meeting

All members must be vetted to the appropriate vetting level to perform their role. If a person is waiting on vetting clearance, the person must inform the Professionalism lead of this fact to ensure no security breaches take place. Any visitors who are invited to the meeting to present a specialist subject matter, should only be allowed to attend the meeting when their subject matter is on the agenda. Such matters should ideally be listed as one of the first Agenda items, to enable to person(s) to address the board and leave the meeting, thus causing as little disruption to the meeting.

This meeting requires attendees to be vetted at the following clearance level:

All Police Authority Board members clearance level = TBC

All Independent Advisory Scrutiny Group (IASG) members clearance level = NPPV2

Visitors = PNC

A.2.3 Meeting acronyms

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EDI – Equality, Diversity & Inclusion

EDIE – Equality, Diversity, Inclusion & Equity

PSED – Public Sector Equality Duty

GPGD – Gender Pay Gap Data

Gold Group – Critical Incident Management meeting

AOJ – Administration of Justice

NPCC – National Police Chiefs Council

PSD – Professional Standards Department

IASG – Independent Advisory Scrutiny Group

PPU – Public Protection Unit

SSN – Staff Support Networks.

ECD – Economic Crime Directorate

SPOC – Specific Person of Contact

PIPCU – Police Intellectual Property Crime Unit

LGBT+ - Lesbian, Gay, Bisexual and Transgender and the '+' symbol recognises other identities which do not fall into these categories such as queer, questioning, non-binary, intersex and gender-fluid.

EIA – Equality Impact Assessment

DCPCU – Dedicated Card and Payment Crime Unit

GDPR – General Data Protection Regulation

IFED – Insurance Fraud Enforcement Department

BUSSS – Best Use of Stop and Search Scheme

AC – Assistant Commissioner

CT – Counter Terrorism

HMICFRS – Her Majesty's Inspectorate of Constabulary and Fire & Rescue Services

SOP – Standard Operating Procedures

STATEMENT OF MEETING PURPOSE

The following statement outlines the purpose of this meeting:

The Equality and Inclusion Strategic Board meeting monitor's the Force's performance in relation to equality and diversity in all areas of policing and within its workforce. This means monitoring how the Force delivers its policing services in a way that is fair, transparent, and sensitive to the needs of different communities, groups and individuals. It also means monitoring the Force's performance in creating an inclusive and diverse organisation where progression, equal opportunity, dignity and respect is maintained irrespective of their personal characteristics, and where all Forces employees can fully contribute, develop and flourish at work, irrespective of their personal characteristics.

2. MEETING OVERVIEW

The Force is committed to promoting equality and diversity of thought, approach and leadership styles, recognising that inclusion, culture and undisclosed or invisible diversity (such as class, politics, background, experiences) add to the wellbeing of the organisation services provide to the public.

The Strategic Board aims to ensure the Force meets all of its legal responsibilities and commitments to equality, diversity, inclusion and equity, through the Equality Strategy and supporting Action Plans. The Board will measure the progression of all the Forces Equality, Diversity and Inclusion (EDI) Action Plans to ensure it is progressing against milestones and is regularly updated to reflect any national / local learning, National Police Chiefs' Council recommendations, government recommendations, workforce surveys, community feedback and academic research. The Board aims to:

- Ensure the Forces Vision, Values, Organisational priorities and Operational priorities are embedded in all EDI activities and Action Plans.
- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.
- Removing or minimising disadvantages suffered by people due to their protected characteristics.
- Taking steps to meet the needs of people from protected groups where these are different from the needs of other people.
- Encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low.

3. ATTENDEE LIST

This meeting should be attended by the following individuals: The meeting is to be attended by the heads of departments, HR representatives, Equality, Diversity & Inclusion (EDI) Strand Leads or representatives, Communications Manager, Equality Police Authority Board Representative, City of London Corporation E&I Manager, Independent Advisory Scrutiny Group, Police Federation, and Trade Union representatives; this list is not exhaustive.

Post Name	Responsibility/ Representation	Nominated Second
Commissioner		
Vice Chair		
Executive Assistant to Commissioner		
E&I Manager		
Head of Professionalism & Trust		
EDI Action Plan Strand Leads		
EDI Strand Health & Wellbeing		
EDI Strand Leadership, Culture & L&OD		
EDI Strand Community Engagement		
EDI Strand Recruitment, Onboarding, Retention & Exiting		
Specialist Departments		
Programme Manager		
Chief Operating Officer		
Director of HR		
Corporate Communications Representative		
L&OD Lead		
Director of Business Finance		
Head of Strategic Development		
Diversity Champions		
Age Champion		
Disability Champion		
Race Champion		
Gender Champion		
Religion & Belief Champion		
LGBT+ Champion		
Health & Well-Being Champion		
HeforShe		
Trade Unions & Police Federations		
Unite		

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GMB		
Police Federation		
Police Superintendents Association		
External Members		
Police Authority		
Police Committee Authority Tackling Racism Taskforce Chair		
Independent Advisory Scrutiny Group Lead		
Corporation Equality Lead		

4. MEETING RESPONSIBILITIES

The meeting will be chaired by the Commissioner, who is the most senior ranking officer in the Force and who will be the final decision maker. The minutes and actions will be recorded by the Commissioners Executive Assistant. The papers for this meeting will be prepared by the Forces E&I Manager.

National updates: Officers and staff engaging and working with NPCC national leads will provide the board with any national guidance and recommendations. The updates will allow the board to understand the national picture and how it impacts any local policies, action plans and activities. It is recommended that the updates are provided in writing to the board, to allow members to read any updates prior to attendance. This will allow more time to ask and answer any questions, and allow the board to manage its time in an effective manner.

Local updates: The updates will reflect how the force is complying with any Equality legal requirements, any legislative changes, performance under the Public Sector Equality Duty, stakeholder collaboration, Government recommendations, and any changes to how the force manages and oversees its policies, practices and activities. The updates will also reflect how the force is sharing and promoting the EDI activities taking place and any future communications. It is recommended that the updates are provided in writing to the board, to allow members to read any updates prior to attendance. This will allow more time to ask and answer any questions, and allow the board to manage its time in an effective manner.

EDI Strand Lead Dashboard: This board will be provided with a dashboard of each EDI strand area only, because the E&I Operational Delivery Board will have had oversight and scrutiny of how the EDI action plans have progressed. The Dashboards will be in the board papers, which will be provided to members in advance, to allow members to read any updates prior to attendance. This will allow members more time to ask and answer any questions, and allow the board to manage its time in an effective manner.

The members will be accountable for their business areas. The responsibilities remain with the leads and attendance is mandated unless they are unable to attend. Each Board member will nominate a member of their team to attend the Board meetings on their behalf. The person nominated must be of Chief Inspector or staff equivalent grade, they must be fully briefed on all equality matters, to enable them to effectively contribute to discussions and strategic decisions being made. The nominated person will represent the required member when they cannot attend. Nominated staff and officers cannot be held responsible for the business area they are representing because that responsibility remains with the business area lead.

5. MEETING OBJECTIVES

This meeting sits with the purpose of delivering the following objectives:

- To set the equality strategic direction and ensure the Force meets its statutory responsibilities under the Equality Act 2010, and to monitor the Force's response to this legislation.
- To provide governance and scrutiny of the strategic direction and to shape the objectives.
- To support and advise on the implementation and progress of the Equality objectives with its associated actions and standards.
- To review and monitor delivery of the Equality objectives and to hold leaders to account for its progression.
- To consider and advise on the equality and diversity implications of major policy proposals and initiatives.
- To consider areas of equality and diversity where new or improved performance monitoring is required.
- To coordinate action on issues arising from relevant reviews e.g. Macpherson's report, HMICFRS recommendations, National Police Actions Plans (Race & VAWG), Inclusive Britain, etc.
- To identify risks and issues and ensure that these are acted upon.
- To act as a champion for diversity and equality issues within the Force and to provide support for those taking forward this agenda, whilst acting to address organisational inhibitors.
- To engage internal and external stakeholders in shaping the agenda and provide an opportunity for challenge.
- Identifying and sharing best practice around equality and diversity across the service. To look outward at best practice in industry.
- To oversee the design, implementation and periodic review of the Force's equality objectives (at least every 4 years), to review and if necessary, prioritise action plans to reflect National Police Chief's Council recommendations, Government recommendations and the aims of the PSED.
- The Force will implement an Equality Strategy and an EDI Action Plan, which will take into consideration:
 - Legislation
 - Workforce Representation requirements
 - National Police Chief Councils recommendations
 - College of Policing recommendations
 - Positive Action Plans & Strategies
 - Equality, Diversity and Inclusion strategy
 - Staff surveys
 - Community surveys

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- Equality Impact Assessments
- HMICFRS recommendations
- Equality and Human Rights Commission guidelines and codes of practice.

6. MEETING AGENDA ITEMS

The meeting will provide oversight into the Equality and Inclusion areas of the Force, following the set agenda below:

	Agenda Item Standing Item Non-Standing Item	Update method Paper/ Verbal / Presentation & Qs – Page No:	Agenda Speaker/Owner &	Boards Expectation For Decision / Update / Info Time allocation
1.	Welcome & Apologies	Verbal – Page X		Information – X mins
2.	Previous Minutes (accuracy and approval)	Paper – Page X		Information & Update – X mins
3.	Actions	Paper & Verbal – Page X		Information & Update – X mins
Section time Total: minutes				
4	National Updates Equality, Diversity, Inclusion & Equity. Race Action Plan Violence Against Women & Girls (VAWG)	Paper & Verbal – Page X Paper & Verbal – Page X Paper & Verbal – Page X		Information – X mins Information – X mins Information – X mins
5.	Local Updates Legislative, Policy & Stakeholder collaboration Communications Any other emerging trends/areas	Paper & Verbal – Page X Paper & Verbal – Page X Paper & Verbal – Page X		Information – X mins Information – X mins Information – X mins
Section time Total: minutes				
6.	EDI Strand Workstream Updates Recruitment, Onboarding & L&OD Health and Wellbeing	Paper & Verbal – Page X Paper & Verbal – Page X		Information – X mins Information – X mins

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	Community Engagement	Paper & Verbal – Page X		Information – X mins
	Leadership and Culture	Paper & Verbal – Page X		Information – X mins
	Retention and exiting the organisation	Paper & Verbal – Page X		Information – X mins
Section time Total: X minutes				
9.	Unions & Police Federation			
	Unite	Paper & Verbal – Page X		Information – X mins
	GMB	Paper & Verbal – Page X		Information – X mins
	Police Superintendents Association	Paper & Verbal – Page X		Information – X mins
	Police Federation	Paper & Verbal – Page X		Information – X mins
Section time Total: X minutes				
10.	AOB	All – Page X	All	Information – X mins
Meeting close: Total Time expected: X hour & X mins				

7. MEETING FREQUENCY

This meeting will convene on a quarterly basis or more frequently if required. All documents and agendas should be distributed to the Chairs approximately two weeks before the meeting, to allow the Chairs to review all actions and updates. Two weeks before the scheduled meeting date, all Board members are to provide an update on their actions and responsibilities to the minute taker and Equality & Inclusion Manager. The Equality & Inclusion Operational Delivery Board meeting will be held at least 2-4 weeks before the E&I Strategic Board meeting.

8. MEETING REPORTS

Legal Responsibilities & Returns	Owner & Due date	Update on Report/Plan
Public Sector Equality Report (PSED) - Annually	HR by 30 th March every year & review of objectives every four years.	Published on Forces website.
Gender Pay Gap (for Police Officers only as Staff are included in the Corporations return) - Annually	Payroll Manager, 30 th March every year.	To be published on Gov.UK website and Forces external website.
Equality Impact Assessments (EIAs)	All SOP owners – reviews to be conducted when the SOP expires and the E&I manager signs the EIA off.	Some SOPs are to be published on the external website.
Non-Legal Report / Action Plan	Owner	Update on the Report/Plan
Equality Police Authority Board quarterly report	Equality & Inclusion Manager	Due every quarter in report form.
EDI Action Plan	Professionalism Team – This is a live document	Due every quarter to establish progress against milestones and what support is needed to deliver all the EDI activities.
RACE Action Plan	Professionalism Team – This is a live document	Updates to be provided to the Board.
VAWG Action Plan	Professionalism Team – This is a live document	Updates to be provided to the Board.
Her Majesty's Inspectorate of Constabulary and Fire & Rescue Services (HMICFRS) Peel Reviews & Actions	Professionalism Team – this varies depending on the PEEL review & recommendations	Updates to be provided to the Board.
National Updates	Owner	Update on the Report / Plan
National trends	Communications Manager & E&I Manager	To influence any EDI activities / Action Plans

9. REPORTING CHAIN

This meeting is linked to other Force meetings providing them with information and reports as detailed below:

