



Terms of Reference for the Equality and Diversity Executive Group (EDEG)

1. Purpose

The Equality and Diversity Executive Group (EDEG) assists the Devon and Cornwall Housing group in delivering against its stated commitments regarding equality, diversity and inclusion of:

- equality is rooted in the legal and regulatory rights and duties that address discrimination
- diversity acknowledges the benefits that people from different backgrounds and life experiences can bring to all areas of life, such as employment, service delivery and community involvement
- social inclusion enables people to participate in society, when otherwise they may be excluded because of issues such as poverty, low skill levels and poor housing

EDEG ensures that the group's strategy, objectives and overall standards for service, high-level performance, and quality are monitored, managed and cascaded throughout the group.

2. Key functions

- to act as a forum to discuss, develop and facilitate resolution of any E&D issues affecting the group and/or its subsidiaries, including at the request of GMT
- to consider and approve schemes, plans, policies, procedures and projects for recommendation to management teams, ensuring they are effective, appropriate and fair, and to make recommendations on resource allocation as and where appropriate
- to monitor and report as appropriate to management teams, GMT and boards on schemes, action plans and targets
- to review and amend policy and schemes to ensure compliance with GPN8 and other regulatory and legislative requirements
- to provide a source of constructive challenge and support to the embedding of equality, diversity and inclusion throughout group activities and provide final sign-off for equality impact assessments conducted throughout the group
- to champion the implementation of group E&D strategy and work programmes and to alert the group management team to any emerging issues, underperformance or non compliance

- to develop and maintain effective links with other executive groups and staff councils/JNB, to identify and establish connections with other strategic themes and ensure an integrated approach
- to promote relevant training

3. Meetings

- EDEG will meet once every three months to review initiatives, progress and forward work plans and deal with specific issues that have been brought to the attention of the group.
- smaller working groups will meet as required to deal with specific issues such as the development of new schemes, impact assessments and compliance reviews.
- minutes of meetings will be passed on to the group management team and a summary will be posted on the intranet after each meeting.

4. Membership

Membership of the group will consist of a mix of staff from different disciplines with a broad range of experience and knowledge from across the group. There is no intention that members should be providing representation for their teams, directorates or subsidiaries. Members should be drawn from the listing below with one acting as chair by appointment by the GMT

Head of Housing (from one of the subsidiaries in rotation) x1

Operational manager – general needs x1

Operational manager – supported housing x1

Policy and procedures – general needs x1

Policy and procedures – supported housing x1

HR x1

Investment x1

Quality Support x1

Technical manager x1 (Property Services, DMT or Technical)

Group Chief Executive

Membership will be regularly reviewed to ensure an appropriate range of experience and knowledge is maintained.

5. Minutes

Decisions made, agreed actions and desired outcomes will be recorded along with who is responsible for delivery and timescales involved. An updated work programme will also be maintained. These will be circulated by the secretary.

6. Reporting

EDEG will report to management teams, including GMT as appropriate and according to the issues being addressed.