**Ethnic Minority Workers Support Group Proactive Terms of Reference 2022**

The group has been established to provide a forum for Ethnic Minority staff to share expertise, experience and discuss issues relevant to staff within Bath & NE Somerset Council.

We want to develop a framework around diversity that will embrace the richness of cultures both within our organisation and in our client groups.

We will help all who work for Bath & NE Somerset Council to improve their understanding of issues that affect ethnic minorities.

**Aims**

Primarily a Peer Support Group, we will meet to share good practice issues and raise awareness of issues affecting Ethnic Minority staff in a confidential setting. An offshoot to this will be to ensure that staff and clients will benefit from our raised awareness.

Aims include:

* Peer support
* To consider ideas for positive action initiatives.
* To look at ideas to promote representation; help with recruitment, retention and progression
* To look at a possible role whereby staff of colour volunteer to be advisors for recruitment, disciplinary panels to aid proportionality and diversity of thought.   
  *[This could also benefit their CVs and CPD. They could have additional training to do this.]*
* Explore idea of a Speak Up champions role –   
  *[This is something NHS Trusts do. There is training for it.]*
* Look at mentoring schemes for newly arriving Ethnic Minority staff.
* A place to hear about and support with response for hate or prejudice-based incidents
* To help tackle institutional racism
* To look at ideas for celebration of our Ethnic Minority staff
* To provide role models

This would be delivered through a S.M.A.R.T Action Plan.

**Location and Timings of meetings**

Bi-monthly. The meetings may continue to be virtual but if they are held face to face then the location may rotate around the B&NES area. Mileage and parking expenses can be claimed in usual way by individual employees. Meetings will be publicised on B&NES Intranet.

**Decision Making**

Decisions will be made during the meetings but opportunity for non-attendees to contribute will be given through sending meeting minutes with a deadline to reply with comments.

**Chair**

A Chair has been elected for the group until April 2023 and will be the main point of contact for enquiries and working with the other Workers’ Groups. Each meeting will be Chaired by whoever has organised that particular meeting.

**Minutes**

A Note Taker will be decided on at the beginning of each meeting. Notes must be circulated after each meeting to all members of the group.

**Membership**

All Ethnic Minority staff are eligible to join. Group members to take responsibility for informing colleagues about the group and directing them to the Intranet for further information.

**Corporate Equality, Diversity and Inclusion Group**

The Ethnic Minority Workers Group Chair will represent the group on the Corporate Equality Diversity and Inclusion Steering Group in order to guide change.  
(This is chaired by the Chief executive Will Godfrey – and includes senior managers from across the Council)

The Director Sponsor for this group is Mary Kearney-Knowles, Director of Children’s Services and Education (DCS)