



Total Inclusion Group Terms of Reference

1. General Information

- 1.1 Diversity and inclusion is about recognising and valuing difference and responding to the different needs of individual service users.
- 1.2 WDH is committed to diversity and inclusion in all aspects of its work and has appropriate resources in place to deliver on its commitment.
- 1.3 The Total Inclusion Group has been established to support WDH's services to tenants and residents within the Wakefield district and will:
 - challenge the direction of the Diversity and Inclusion Strategy;
 - challenge any underperformance on diversity and inclusion against the Total Inclusion Action Plan;
 - consider the implications of any new or emerging legislation;
 - attend diversity and inclusion events where there is a business reason;
 - escalate issues relating to the non-achievement of diversity objectives where there are barriers to their achievement; and
 - champion diversity and inclusion and act as role models for diversity and inclusion.

2. General Purpose

- 2.1 The aims of the group are to:
 - monitor progress against agreed diversity and inclusion objectives;
 - represent tenants, residents and employees from minority groups and highlight any diverse impact that changes to policy, practice and procedure of service may have for people with protected characteristics;
 - agree new diversity related objectives;
 - assist in breaking down barriers to the achievement of diversity objectives;
 - champion diversity and inclusion and to influence the embedding of diversity in all areas of service; and
 - gain an understanding of 'need to hear' groups of tenants, residents and employees.

3. Membership

- 3.1 The group will consist of:
 - senior representation from each of the service areas;
 - topic experts from the business where relevant; and
 - suitable representation from each Neighbourhood Panel.

4. Meetings

4.1 The group will meet quarterly and the following arrangements will apply:

- times of meetings will vary to fit around members' availability;
- meetings will be forward planned to coincide with WDH's Board and CMB meetings;
- Total Inclusion Group members will be notified of meetings in accordance with timescales as set in the Communities Together Agreement and in line with the Customer Charter Standards;
- refreshments will be provided; and
- champions to nominate other panel members if they are unable to attend meetings.

4.2 All venues for meetings must comply with the Equality Act 2010 to ensure inclusivity. Venues will be rotated around the district taking into consideration best value for money and transport will be arranged if needed.

5. Chair

5.1 The Board Champion will Chair the Total Inclusion Group meetings. If the Board Champion is unable to attend a meeting, the group will select a chair at the start of the meeting.

6. Operations

6.1 Each Local Champion with support will provide feedback from the Total Inclusion Group at their local Neighbourhood Panel meetings.

6.2 Administrative support will be provided by the Corporate Governance Team.

7. Accountability

7.1 Actions proposed for solving employment or service related issues will be discussed by the Total Inclusion Group for agreement and included in the Total Inclusion Action Plan.

7.2 Progress against existing actions will be reported to the Total Inclusion Group.

8. Conduct

8.1 All members will uphold the WDH Code of Conduct.

9. Training and Development

9.1 Total Inclusion Group members will be offered training as appropriate.