



County Durham and Darlington
Fire and Rescue Service

Equality, Diversity and Inclusion Group Terms of Reference

1. Name of Group

1.1 Equality, Diversity and Inclusion Group (EDIG)

2. Purpose

2.1 The EDIG aim is to ensure that the Service complies with legislation as well as the requirements of the Fire and Rescue National Framework for England with regard to Equality, Diversity and Inclusion (EDI) to ensure we continue to develop and improve the diversity and culture of our organisation.

2.2 The group will look for every opportunity to drive and embed good practice in EDI delivery with all staff by ensuring knowledge and skills are maintained and individual capabilities are increased.

3. Membership

3.1 Membership of the EDIG will comprise of the following:

(i) Leadership:

- Combined Fire authority (CFA) Equality Member Champion;
- Chair – Assistant Chief Fire Officer.

(ii) Representative Bodies

(iii) Service Delivery Representatives

3.2 The EDIG have the authority to invite appropriate bodies to attend the meeting to present and/or advise on specific items with the prior approval of the Chair.

3.3 If members of the EDIG are not available then deputies should be nominated where appropriate. Members of the EDIG can also invite personnel into meetings as a development opportunity with the approval of the Chair.

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4. Governance

- 4.1 The EDIG will be responsible, via the Chair, for developing, reviewing and managing the EDI Strategy, the review of the strategy will be conducted annually. Progress against the strategy will be monitored by completion of the action plan and reported by the allocated responsible person to the EDIG and by the Chair and Member Champion to the CFA.
- 4.2 The EDI Working Group (EDIWG) is a sub group of the EDIG who progress the action plan, it is chaired by a nominated manager and consists of all EDIG members except the Chair and CFA Member Champion.
- 4.3 Progress is further reported by exception to the Service Leadership Team.

5. Responsibilities

- 5.1 The EDIG is responsible for:
- Publishing, reviewing and updating the Service's EDI Strategy and section of the Service's website and intranet.
 - Publishing, reviewing and progressing the EDI Strategy Action Plan.
 - Publishing, reviewing and updating the Service's EDI Policy Framework.
 - The Service meeting its obligations with regard to Gender Pay Gap and Public Sector Equality Duty (PSED) reporting.
 - Monitoring and reviewing the provision of EDI training, Equality Impact Analysis and training capability throughout the Service in conjunction with the Training Section.
 - Maintaining relevant networks and relationships that gives all staff the ability and confidence to deliver EDI in such a way to create positive environments for staff and the community we serve.

6. Working Arrangements

6.1 Meeting Frequency

- 6.1.1 The EDIG will meet quarterly to assess progress against the action plan, provide feedback from network meetings and provide an opportunity for external presentations or training events as deemed appropriate.
- 6.1.2 The EDIWG will meet monthly between the EDIG meetings to assess progress against the action plan, identify any barriers to progression and mitigating actions.

6.2 Minutes

- 6.2.1 All meetings will have minutes taken, the minutes are circulated once approved by the Chair.

6.3 Attendance

6.3.1 EDIG and EDIWG meetings will be planned 12 months in advance and subject to change only with the authority of the Chair.

7. Review

7.1 These terms of reference will be reviewed on an annual basis.