



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 (EDI) Group.

2. Purpose

- 2.1. The EDI group will ensure that the Service complies with relevant legislation whilst continually driving continuous improvement, across the Service, using the NFCC EDI maturity Models.

3. Membership

- 3.1. The EDI group will be chaired by the Chief Fire Officer, a vice chair is to be nominated by the group.
- 3.2. The EDI group will be championed and supported by the Combined Fire Authority (CFA) Equality Member Champion.
- 3.3. Membership will ensure all sections of the service are represented to progress both internal and external improvements. Meeting attendees will include:
- Chief Fire Officer as Chair
 - A nominated Vice Chair
 - Combined Fire Authority (CFA) Equality Member Champion
 - Equality strand champions
 - Representative from Emergency Response
 - Representative from Community Safety
 - Representative from Business Fire Safety
 - Representative from Human Resources
 - Representative from Estates
 - Representative from Finance
 - Representative from Technical Services
 - Representative from DDAT

- Representative from Corporate Communications
- Representative from Learning and Development
- Representative from Command and Control
- Representative from Continuous Improvement Team
- Representative from Trade Unions

4. Governance

4.1 The EDI group reports to the CFA Human Resources (HR) Committee. This will provide governance on the following:

- An EDI strategy and associated action plan.
- Timely updates, to include progress and completion of the EDI strategy and associated action plan.
- Information, reports or presentations by exception, for any reason agreed by the EDI group chair and the HR Committee chair.

5. Responsibilities

5.1 The EDI group is responsible for the

- Creation, publishing and implementation of the EDI strategy through the effective delivery of the associated strategy action plan, reporting to CFA HR committee.
- Promotion of a positive EDI culture and support positive change through challenging, developing and recommending changes to existing policies and practice.
- Service meeting its obligations regarding 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.
- Progressing and receiving reports which will influence service policies or procedures.
- Maintenance of 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.
- Oversight of EDI dashboard.
- Maintenance and updating of the Service's website and SharePoint pages, regarding EDI.
- Planning and coordination of suitable representation at Pride and other EDI events.
- Arranging Continuous Professional Development for those attending the EDI board and the wider organisation.

6. Working Arrangements

6.1 Meeting Frequency

6.1.1 The EDI group will meet bimonthly

6.2 Minutes

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

7. Review and Version Control

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

Version	Date of Review	Person conducting review	Date of next review
001	13/05/2024	Justin Parry	12/05/2025
Comments: Full review and re-write.			
Version	Date of Review	Person conducting review	Date of next review
002	20/9/2024	Justin Parry	20/9/2025
Comments: Reviewed in line with the decision to move to one EDI board meeting and disband EDI Working group.			
Version	Date of Review	Person conducting review	Date of next review
003			
Comments:			
Version	Date of Review	Person conducting review	Date of next review
004			
Comments:			