

## **Appendix 1**

### **CSP Equity, Diversity & Belonging Committee Terms of Reference**

#### **1. Membership**

- 1.1. The Committee shall comprise of 12 members. At least two members will be from outside the CSP membership and shall have recent and relevant experience and competence in equality/equity, diversity and inclusion/ belonging. The remaining members will be CSP members. The committee as a whole shall have competence relevant to the sector in which the CSP operates.
- 1.2. Members of the committee shall be appointed by the CSP Council, for a period of up to four years which may be extended. No member may serve more than eight years in total.
- 1.3. Only members of the committee and two Council members have the right to attend committee meetings. However, the Chief Executive, other CSP Directors and Assistant Directors may be invited to attend meetings of the committee on a regular basis and other individuals including the Head of Governance and Equity, Diversity and Belonging Programme Coordinator may be invited to attend all or part of any meeting as and when appropriate. The Committee may invite CSP members or non-members to attend all or part of its meetings to inform and support decisions or discussions on specific issues. Such attendees shall not have power to vote.
- 1.4. The Committee shall elect a Chair and vice-chair, if appointed, every two years (on establishment and next due at the first meeting after the 2023 AGM). In the absence of the committee chair and/or vice chair at a committee meeting, the remaining members present shall elect one of themselves to chair the meeting.

#### **2. Secretary**

- 2.1. The Head of Governance, or their nominee, shall act as the secretary of the committee and will ensure that the committee receives information and papers at least five working days ahead of meetings to enable full and proper consideration to be given to issues.

#### **3. Quorum**

- 3.1. The quorum necessary for the transaction of business shall be at least six members or half of the committee members (whichever is the greater).

#### **4. Frequency of meetings**

- 4.1. The committee shall meet three times a year at appropriate intervals and otherwise as required.

#### **5. Notice of meetings**

- 5.1. Meetings of the committee shall be called by the secretary of the committee at the request of the committee chair or, by a majority, of its members.
- 5.2. Unless otherwise agreed, notice of each meeting confirming the venue, time and date together with an agenda of items to be discussed, shall be forwarded to each member of the committee and any other person required to attend no later than five working days before the date of the meeting. Supporting papers shall be sent to

committee members, via iCSP, and to other attendees, as appropriate, at the same time.

## **6. Minutes of meetings**

- 6.1.** The secretary shall minute the proceedings and decisions of all committee meetings, including recording the names of those present and in attendance.
- 6.2.** Draft minutes of committee meetings shall be circulated to all members of the committee usually within two weeks of the meeting. Once approved, minutes should be circulated to all other members of the Council and the Head of Governance unless, exceptionally, it would be inappropriate to do so.

## **7. Engagement**

- 7.1.** The committee chair should attend Council meetings if required and the annual general meeting to answer any questions on the committee's activities. In addition, the committee chair should seek engagement with members on significant matters related to the committee's areas of responsibility.

## **8. Duties**

- 8.1.** To provide expertise, insight, support and advise Council on matters relating to strategic equity, diversity and belonging matters in accordance with the following principles:
  - horizon scanning to spot external threats and opportunities to the profession and the CSP at an early stage and planning business appropriately;
  - making sure that decision making includes consideration of any national or regional issues as appropriate;
  - ensuring that an appropriate range of members' expertise and views inform Council's consideration of significant issues affecting or outside its current strategic priorities;
  - informing Council's planning to shape the CSP's vision and strategy;
  - informing and advising CSP staff and providing insight and expertise on appropriate issues;
  - considering and respecting the remits of other CSP committees, groups and networks; and
  - liaising with CSP staff at its meetings to consider the impact of implementing committee decisions on CSP resources including, finance and staff implications, planning and communications.

To carry out work delegated to it by the CSP Council and provide strategic advice to Council and the CSP in the following matters:

- monitor progress from a member perspective in the achievement of the Equity, Diversity & Belonging Strategy elements in the CSP corporate strategy including consideration against the indicators of success and action plans;
- make recommendations as to how the Equity, Diversity & Belonging Strategy / elements of the CSP corporate strategy should evolve over time;
- in-depth consideration of policy decisions regarding equity, diversity and belonging issues to inform Council's overall decision making;
- act as a spokesperson on equity, diversity or belonging matters i.e. being quoted in a CSP press statement, Frontline article etc; and

- inform operational work i.e. member monitoring data categories; equality impact assessments; training and development for groups of members (e.g. stewards or Council and committee members) and providing input and guidance on EDI language and terminology.

## **9. Reporting responsibilities**

- 9.1.** The Council shall receive the minutes of Equity, Diversity & Belonging Committee meetings after each meeting so it is informed of all matters.
- 9.2.** The committee shall make whatever recommendations to the Council it deems appropriate on any area within its remit where action or improvement is needed.

## **10. Other matters**

- 10.1.** The committee shall:
- have access to sufficient resources in order to carry out its duties, including access to the Governance team for advice and assistance as required;
  - be provided with appropriate and timely training, both in the form of an induction programme for new members and on an ongoing basis for all members;
  - give due consideration to all relevant laws, regulations and published guidance, and any other applicable rules, as appropriate.
  - oversee any investigation of activities which are within its terms of reference;
  - work and liaise as necessary with all other Council committees ensuring interaction between committees and with the Council is reviewed regularly;
  - ensure that a periodic evaluation of the committee's performance is carried out; and
  - review its constitution and terms of reference annually to ensure it is operating at maximum effectiveness and recommend any changes it considers necessary to the Council for approval.

## **11. Authority**

- 11.1.** The committee is authorised to:
- seek any information it requires from any employee of the CSP in order to perform its duties;
  - delegate any matter to another committee or person(s) as it deems appropriate; and
  - obtain, at the CSP's expense, independent legal or other professional advice on any matter if it believes it necessary to do so.

*(Approved by CSP Council December 2023)*