

**Calderdale Council and partners  
Black, Asian and Minority Ethnic Network  
DRAFT Terms of Reference**

***“Striving for equity to enable colleagues to bring their whole self to work”***

## **Aims**

The aim of the network is to help to create a working environment and policy framework for Black, Asian and Minority Ethnic (BAME) professionals, which is open, supportive and promotes equality of opportunity, employee wellbeing and strengthening the employee voice.

## **Vision**

The vision for the network is aligned to Vision 2024, in particular helping create a working environment so all staff can realise their full potential whoever they are.

The group is part of the Council's stated strategy that “Calderdale is the best Borough in the North for BAME individuals and communities”.

## **Objectives**

Three overarching objectives cover the range of activity of the BAME staff group to support Calderdale to educate and train those in leadership positions and colleagues to better understand the perspective and needs of BAME staff.

They will link directly with the six Corporate Equality Objectives of the Council.

### **1. Support BAME staff to reach their potential**

- Empower and support BAME staff to achieve their full potential and maximise their contribution in improving services for all, by identifying:
  - Challenges of working within different levels/services of the organisation
  - Training and support needs for
    - BAME staff,
    - Non BAME colleagues
    - Managers and Leaders
- To work towards the elimination of unlawful discrimination, harassment, victimisation, and bullying
- Provide support mechanisms for BAME staff development and leadership group to enhance fairness through internal and /or external opportunities

### **2. Actively promote Equity through enhancing Equality, Diversity and Inclusion**

- Act as a support network for BAME professionals within Calderdale and provide a safe space<sup>1</sup> for discussion on issues relating to working as a BAME employee.
- Promote positive attitudes towards BAME people and raise the profile of BAME equality and inclusion across Calderdale.

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<sup>1</sup> Safe space – Open, honest and respectful discussion where information you share is yours and will not be taken outside of the discussion without consent.

- To identify ways of challenging discrimination and stereotyping among colleagues, commissioned services and service users without duplicating existing HR processes.
  - Gain and share an understanding of the experiences of BAME professionals as employees and providers of services to aide conversations with key decision makers where change needs to be affected.
  - Share local, regional and national research to feed into future planning and development of services to meet diverse needs.
  - Celebrate difference and diversity through internal promotional activity and through external involvement in key local events, such as Black History Month
  - Provide opportunities for networking
  - Work with other equality networks to support them and professionals within these networks to:
    - Prevent a hierarchy of equality issues
    - Share common experiences
    - Create a platform for disseminating findings
    - Support delivery of Equality, Diversity and Inclusion Awareness within Staff Development processes
3. Influence policy making to ensure that the BAME equality perspective is proactively considered by the Council
- Work to strengthen and maintain the BAME network as a valuable asset of Calderdale
  - Contribute by identifying and improving service delivery to meet the needs of BAME communities
  - Actively support the recruitment of BAME professionals ensuring the elimination of discrimination in recruitment processes
  - Work with and support other public, private, third and voluntary sector organisations to share best practice and work on initiatives relating to issues that BAME communities may face.

## **Membership**

Membership will be open to all employees within Calderdale who identify as BAME/Allies and are committed to the aims of the group.

The group will have Committee Officers elected by the group members on an annual basis which will include Chair, Vice-chair, Secretary, Finance Officer, Communication Officer and Staff Development Officer.

Working parties established to ensure the key objectives are central in the continual development of the Council against 2024 vision. The working parties will include a Steering Group, Staff Development and Training opportunities, Communications (marketing) /membership group and change management consultancy for services.

## **Confidentiality**

The group will operate a 'safe space' policy in which BAME professionals are able to meet without fear of being discriminated in the workplace and in the community.

At no point is anyone under any obligation to declare information about themselves that they do not wish to share.

Groups will create an action log and this will be shared with the relevant parties.

The group will ensure information governance protocol is complied with as per GDPR guidance and in agreement with the meeting.

Colleagues are required to self-disclose any conflicts of interests prior to discussion or at the point a conflict arises.

## Frequency of meetings

The group will meet a minimum four times a year and will include a section of the meeting being open to attendance by the Equality and Diversity Working Party, Diversity Champions and other key professional with prior agreement.

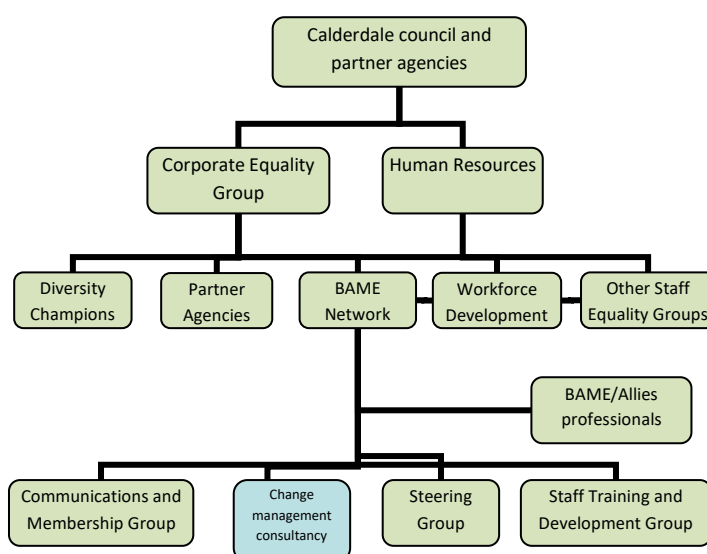
Members are permitted to attend meetings during working time (permitted hours to be agreed with HR). Meetings are scheduled in advance and therefore sufficient notice should be given to managers.

Members of the working party are authorised to attend meetings and undertake administration in relation to the group, to a reasonable degree, within working hours (maximum hrs per week to be agreed with HR).

## Quorum

A minimum number of 8 members will be in attendance and one chair.

## Reporting Arrangements



## Accountability

The group will work in collaboration with other Equality groups to address key challenges. The group will feed into existing processes to influence change. Communication and agreed actions will be transparent and documented. Updates will be available via the website and BAME professionals network mailing list.

## **Review**

The group will undertake an annual review and audit processes and the outcomes will be shared.