

ESSEX PROBATION DIVERSITY COMMITTEE – TERMS OF REFERENCE

Membership

4 Board Members

Director (Diversity)

Diversity Officer

PA to Director (meeting notes)

Chair to be elected every year at the first meeting after the Committee reviews or deputised until Chair has been elected.

Meeting Frequency

Quarterly with additional meetings scheduled as required. Quorum should consist of at least two Board members.

This will be a closed meeting and not open to staff.

Purpose

To act as an advisory body, supporting and assisting Essex Probation in delivering its organisational commitment to achieving equality and valuing diversity.

Duties

The specific duties of the panel shall be:

- 1) To receive service delivery and workforce statistics on a quarterly basis.
- 2) To assure the Board that arrangements are in place to achieve equality in service delivery to offenders from minority groups.
- 3) To assure the Board that arrangements are in place to achieve the effectiveness of rehabilitation of racially motivated / hate crime offenders.
- 4) To support and assist Essex Probation in achieving a diverse workforce and in its aim to provide a working environment where all staff are valued and respected.
- 5) To be kept updated about developments and issues from the 3 staff reference groups (MERGE, SEDRG and LGBT).
- 6) To be kept informed about the work of the Equalities and Diversity Group.
- 7) To assist Essex Probation in developing community links.
- 8) To assure the Board that Essex Probation is fulfilling legislative requirements around equality by monitoring its Single Equality Scheme, and requirements under the Equality Act.
- 9) To review and consider policies and procedures relating to equality and diversity.
- 10) To actively participate in Diversity events as required.

11) To report to the Board about the above duties, and provide them with copies of the meeting notes.