

Equality, Diversity & Inclusion Committee

Terms of Reference

1 Purpose:

The IRCM Equality, Diversity and Inclusion Committee is a committee of the IRCM Board. Its role is to advise the Board on the promotion of a respectful and inclusive culture. The committee will make recommendations to the Board on EDI strategy and will support the leadership, strategic direction and embedding of EDI across all functions of IRCM ensuring that its processes are fair and free from unfair discrimination.

2 Membership & Attendance:

- The Committee shall be made up of a minimum of three members including a minimum of one Director, one lay member and two registrants.
- The Committee chair shall be a director of IRCM.
- The quorum shall be three.
- A meeting should only take place if a quorum is present, if it is not, the meeting must be adjourned and rescheduled.
- The Committee may co-opt such person(s) as it sees fit to ensure an appropriate balance of skills and experience. Co-opted persons will not be appointed members, form part of the quorum, or vote on decisions.
- The Operations Manager (or their equivalent) shall be invited to attend meetings. Other officers of IRCM (where appointed) shall be invited to attend meetings where relevant to the agenda.

3 Terms of Reference:

The Committee will:

- Promote and support inclusive leadership at all levels of IRCM.
- Ensure that IRCM represents the communities and societies we serve promoting and enhancing EDI by seeking to understand and act on issues affecting registrants and service users.
- Promote and facilitate the importance of developing a culture of listening to all communities and/or committees within our Case Management community and implementing appropriate processes within our policies, procedures and services.

- Actively engage with registrants and the public to receive feedback about EDI matters.
- Advise the Board on the adequacy of measures to promote, identify and communicate in ways that are inclusive.
- Investigate any complaints related to alleged EDI deficiencies.
- Develop an EDI strategy, identify and propose long, medium and short-term priorities, and draw up an action plan with clear objectives and targets.
- Monitor the delivery of the EDI action plan.
- Challenge, develop and recommend changes to policies and practice in line with EDI strategy.
- Identify, communicate and implement good practice across IRCM.
- Hold the Board and Committees to account for EDI performance.
- Collaborate with the Board and other committees when appropriate.
- Review relevant guidance and feedback from the Professional Standards Authority and make recommendations in relation to this.
- Ensure IRCM fulfils its obligations under relevant legislation, including the Equality Act.

4 Voting:

- Decisions are to be made by a majority vote decided by a show of hands or a suitable alternative.
- In the event of an equality of votes, the Chair is entitled to an additional casting vote.

5 Reporting:

- The Committee Chair shall report to the Board on the Committee's activities at each meeting.

6 Access:

- The committee may investigate any activity within its terms of reference and may seek information from accountants, directors, officers and suppliers of IRCM as well as any other third parties.
- The committee may request such professional advice as it requires subject to board approval of any expenditure.

7 Frequency:

- The committee will meet at least three times per year.

Version	Date	Amendments
1	05/06/24	
<i>Review date: As required</i>		