



## Equity, Diversity & Inclusion Group - Terms of Reference

### Our mission statement:

Driving forward positive change in equity, diversity and inclusion - for everyone, all the time.

Creating an equitable, diverse and fully inclusive organisation, and a safe culture, where everyone has a voice, and all lived experiences are valued.

Integrating equity, diversity and inclusion into all aspects of our work, evolving with the times, and influencing others to do the same.

### Our corporate objectives:

These are set out in the [Inspectorate's Corporate Plan](#). They are underpinned by our Equity, Diversity and Inclusion Strategy and Action Plan, which the Group will work to deliver.

- We will create, promote, and embed cultural humility within the Inspectorate. We are committed to treating all employees fairly, with respect, and as individuals.
- Under the [Public Sector Equality Duty](#), we will have due regard for the need to eliminate discrimination, advance equality of opportunity and foster good relations between individuals who share relevant protected characteristics and those who do not share it.
- We will continue to review our workforce diversity to maximise representation across protected characteristics.
- We will continue to promote and provide training for all staff in the areas of equity, diversity and inclusion.
- We will work towards ensuring inspected bodies have a strong focus on equity, diversity and inclusion.
- We will proactively seek effective practice which not only recognises equity, diversity and inclusion across the range of protected characteristics but also mitigates barriers to support individuals to be the best versions of themselves.
- We will provide mentoring and shadowing opportunities to cover protected characteristics identified as critical across the Inspectorate and provide support for the interview and assessment process.
- We will strengthen our approach to equity, diversity and inclusion by ensuring all protected characteristics are reflected in our corporate plan.

### Our Equity, Diversity and Inclusion Group:

The Equity, Diversity and Inclusion Group is responsible for developing and leading on the Inspectorate's EDI strategy and action plan to:

- promote an inclusive work environment
- build a representative workforce at all levels, and
- improve performance around issues of equity, diversity and inclusion, internally and externally.

The Group will also advise the Chief Inspector and senior management team on matters of

equity, diversity and inclusion, including across all protected characteristics, to ensure the organisation is operating in line with the Public Sector Equality Duty.

**Membership:**

1. The Group will be co-chaired by the joint EDI leads.
2. All main teams will be represented to promote operational inclusivity. (See Annexe A)
3. As a collective, members will be expected to consider the needs of specific staff groups within the context of the whole organisation.

**Accountability**

4. The Group is accountable to and will regularly update SMT as part of the organisation's governance arrangements.
5. The feedback role will be undertaken by the Group's SMT chair and members will provide support.
6. Some Group members will also attend the People and Culture Group to share learning and relevant information.

**Administration**

7. An agenda and supporting papers will be sent out a minimum of two days before each meeting.
8. A note and record of actions will be taken and circulated within ten days of each meeting to Group members. These will be made available to all staff on [the intranet](#).

**Frequency of meetings**

9. The frequency of meetings will be dictated by the nature of the issues to be discussed and responded to.
10. At a minimum the Group will meet every quarter, ideally during ISD week to support inspection staff attendance.
11. It is accepted all members may not be able to attend every meeting. However, efforts will be made to diarise meetings, so individuals do not miss consecutive dates. Absent members will be encouraged to provide their own and their team's views in advance so they can be considered as part of the discussion, and decisions will be fed back.

**Review:**

The terms of reference were agreed in July 2024 and will be subject to annual review, the next review will be July 2025.

## Annexe A

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Simi O'Neill – SMT, Probation HMIs, SFO team and people and culture group. Co-chair.

Avtar Singh, Youth Justice HMI. Co-chair.

Oli Kenton, Research team.

Hannah Williams, SFO team.

Louise Cordell, Head of Communications.

Dave Argument, Probation HMI.

Ash Ali, Assistant Inspector.

Jo Curphey, Probation HMI.

Liz Smith, SMT and Head of Methodology.

Lucy Jones, Probation HMI.

Mitch James, SMT, Head of Learning, Development and Quality Assurance, and people and culture group.

Maria Jerram, Thematic team.

Helen Cox, Probation HMI.

Mel Snowdon, Corporate team.

Caren Jones, Youth Justice HMI.

Hema Mistry, Corporate team and note taker.

Sara Pordham, Youth Justice HMI.

Representation is missing from the teams below and, following input from the Head of Operations Management, discussions are being held with the relevant teams:

Operations administration team.

Information and data team.

Finance team.