

Meeting	OLC Board	Agenda Item No.	12 118.10
Date of meeting	26 January 2021	Time required	15 Minutes

Title	ED&I update
Sponsor	Paul McFadden, Chief Ombudsman. Delivered by Nikki Sinclair, EDI Manager
Status	OFFICIAL
To be communicated to:	Members and those in attendance

Executive summary
The purpose of this paper is to share the EDI Steering Group Terms of Reference and recommendations following the Inclusive Leadership workshop attended by OLC Board members on 14 th January 2022.
Recommendation/action required
<p>Board are asked to note the EDI Paper and;</p> <ul style="list-style-type: none"> ○ approve EDI steering group TOR ○ discuss the recommendations following inclusive leadership workshop

ED&I update

Background

The 4 key themes below ensures we keep focus on embedding the EDI agenda into LeO and building a culture of inclusivity into everything we do:

- Strategy & Policy
- Building our community
- Diversity & Inclusion training
- EDI Reporting

Strategy & Policy

EDI Steering Group

The purpose of the EDI steering group is to oversee the development and delivery of the equality, diversity & inclusion strategy, policies and practice throughout the organization. This includes progress of delivering the equality priority objectives, alignment of activities to support corporate plans, approval of Equality impact Assessments for projects and policies that will impact accessibility, service delivery or the way we work in addition to overseeing improvements in EDI understanding and skills at all levels.

The EDI steering group TOR clearly sets out the purpose, membership, governance and reporting arrangements and will ensure that the group is operating at maximum effectiveness. (Appendix 1).

Diversity & Inclusion training

Inclusive leadership workshop

On the 14th January 2022, OLC Board and Executive management attended a bespoke and tailored inclusive leadership masterclass. Objectives of this workshop was to enable participants to:

- Reflect on bias and inclusion and how this shows up for them individually in their life and leadership roles
- Learn tools that they can practice to disrupt bias and build inclusion in their actions outside of Board meetings
- Commit to actions they will practice, as part of their role and responsibilities to address their own biases
- Explore areas for Board and Executive to action and develop an inclusive culture at LeO

Recommendations & next steps

There are a number of key actions that arose out of the workshop that focused on the inclusive leadership within the Board itself and organisational focus. The following should elicit behavioural change that will help build an inclusive culture within the Board, Executive Team & LeO

- Explore the role of inclusivity in board governance and performance
- Consider whether meetings are facilitated in a manner that fosters an inclusive culture and understand what that looks like
- Implement a process of tracking progress in making the board more inclusive through board evaluations
- Collaboration with executive team to form a common vision for what inclusion means and align this with LeO's mission and embed into corporate strategies.
- Board to support the roll out of the Inclusive Leadership workshop across Management team and potentially the wider leadership team
- EDI Manager & head of People to consider how behavioural expectations are better reflected across all roles and therefore how performance includes demonstrable inclusivity
- EDI Manager to review the findings of the People Survey, alongside the outcomes of the EDI consultation, as a means of providing a baseline assessment of inclusivity within LeO and annually tracking progress

Nikki Sinclair

LeO EDI Manager

Terms of Reference

Equality, Diversity & Inclusion Steering Group

1. Purpose

- 1.1. It will be the role of Equality, Diversity & Inclusion Steering Group (EDI SG) to provide support to the Executive Team (ET) in the development and delivery of equality, diversity and inclusion (EDI) strategies, policies and practice throughout the organisation.
- 1.2. The Group will be provide guidance and support to the ET around monitoring and assessing improvements in EDI understanding and skills within LeO at all levels in order to improve employee experience and engagement levels and LeO's capacity to meet the diverse needs of its workforce and customers.
- 1.3. The Group will provide guidance and support to the ET in respect of compliance with LeO's legal obligations under the Equality Act and all other relevant legislation or statutory instruments and monitor its progress on the development and implementation of EDI strategies, policies and changes to practice within the resources available
- 1.4. The Group will provide a formal report to the OLC board twice a year to provide assurance detailing relevant staff and service user equality data and progress on the development and implementation of relevant EDI strategies , policies or changes to practice.

2. Membership

- 2.1. The EDI SG will be chaired by Equality, Diversity and Inclusion Board Sponsor
- 2.2. The current membership will consist of:
 - ED&I Manager
 - 1 Exec member
 - Internal Communication Manager
 - Programme Manager
 - Learning & Development Partner
 - HR representative
 - Staff Network Chairs
 - Operations Manager x 2

Appendix 1

- 2.3. At the discretion of the Chair, others may be invited to attend in support of specific agenda items.

3. **Frequency and notice of meetings**

- 3.1. The EDI SG will meet on a quarterly basis to drive progress on the EDI strategy.

4. **Quorum**

- 4.1. Representation is required from a minimum of 5 members representing the following parties to make the meeting quorate:
 - Group Chair (or appointed Deputy); and
 - 2 corporate Representatives, must include HR
 - 1 Network Chair
 - 1 Operations representative.

5. **Secretariat and Administration**

- 5.1. The agenda will be agreed by the Chair.
- 5.2. Papers will be circulated a minimum of 3 days before the meeting.
- 5.3. Minutes will be circulated no later than 7 working days following the meeting.
- 5.4. The Secretariat will maintain a schedule of actions arising to record and track the progress of actions.

6. **Reporting arrangements**

The Group will report on progress against the strategy through the EDI Manager through quarterly updates to Exec Team and 6 monthly updates to OLC Board.

Evaluation, review and sign-off

- 6.1. The Terms of Reference will be reviewed annually to ensure the group is operating at maximum effectiveness.

Confidentiality

The sharing of information, resources and materials is restricted to group members only, until such time as the Chair confirms they can be more broadly shared and with which audience.