

**Diversity Working Group
for the South East Local Enterprise Partnership**

**Terms of Reference
July 2021**

Overview

The SELEP Strategic Board is committed to achieving diversity and equality of opportunity, both as a Board and on behalf of the partners and wider business environment that we represent. Underlining this priority is the selection of a Diversity Champion represented on the SELEP Strategic Board to ensure that work on this agenda progresses and the production of a SELEP Diversity Plan.

This working group will select and support the work of the Diversity Champion and provide leadership to support the production and implementation of a Diversity Plan for SELEP which is due to be developed by the SELEP Secretariat over Q1 and Q2 2021-22.

The Diversity Plan will set out how the SELEP Strategic Board will take responsibility for ensuring diversity, including the ongoing role of the Diversity Champion, and the principles set out in the plan will be enshrined in the new LEP model and operating procedures

It is intended that the work of the Diversity Working Group will influence and support other stakeholders and organisations across SELEP in their work to promote diversity.

Membership

The Working Group will operate as an open network with representatives from organisations based in the SELEP area welcome to join at any time and engage with the group within the terms of reference agreed in this document.

The network welcomes initial nominations from:

- Businesses and business representative organisations
- Partnership bodies and SELEP working groups
- Local authorities / Elected Members
- Voluntary and community organisations

The Chair will be appointed by a majority decision at the first meeting of the working group, and this will be reviewed annually in-line with the terms of reference review.

The Chair will act as the SELEP Diversity Champion and attend the SELEP Strategic Board.

Chair: TBC

Meeting Arrangements

The working group will meet on a monthly basis, although the Chair may call for additional meetings as deemed appropriate.

Meetings will take place online via MS Teams or Zoom video conference.

The Chair is responsible for preparing the agenda and papers, in collaboration with the SELEP Secretariat, and these will be circulated a week in advance of scheduled meetings. Minutes of the meeting will be formally recorded and circulated to all members within 14 working days of the meeting.

As a minimum the quorum shall be three attendees plus the Chair.

Objectives

The objectives will be considered at the first meeting of the working group and will be kept under review, but may include:

- Supporting the development of and championing the delivery of the SELEP Diversity Plan.
- Providing support, advice and challenge to the SELEP Strategic Board to ensure that equality, diversity and inclusion underpins the Board's approach to engagement, governance and decision-making.
- Increasing the diversity of our governance structures so that they are more representative of the SELEP area, reflecting the differences in the skills, regional and industry experience, background, race, gender and other distinctions that exist across our area.
- Proactively celebrating diversity within our communities and businesses and seeking to identify, inspire and empower potential leaders of the future from all backgrounds.
- Influencing the recruitment activity of the SELEP Board, secretariat and wider partners, including encouraging the use of a range of media channels and organisations to attract applications from a diverse set of candidates.
- Ensuring that everyone who represents the LEP has a good understanding of inclusion and diversity through training, development and sharing information.
- Supporting the ongoing review and development of the SELEP evidence base to ensure that robust and relevant data is used to increase our understanding of all aspects of the SELEP economy and workforce.

Support

SELEP will offer support in administrative duties, and advice or endorsement of projects undertaken by the working group.

To be reviewed July 2022