



Equality and Diversity Working Group

Terms of Reference

Purpose:

The Association of Sign Language Interpreters' Equality and Diversity Group exists to liaise with the Board of Directors, in an advisory capacity, to ensure the Association is representative, diverse, and acting in accordance with the Association's Equality and Diversity Policy created by the group at its inception in May 2020.

Scope:

The Equality and Diversity Group will advise the Board of Directors on matters relating to activities or actions identified as requiring attention, provide information and guidance as appropriate, and make recommendations in relation to Equality and Diversity matters. Overall decision-making and responsibility for Equality and Diversity lies with the Board of Directors in line with Company Law and the Association's Articles and Bylaws. The Equality and Diversity Group, as well as ordinary members are responsible for ensuring they, and the Association, act in accordance with the Equality and Diversity Policy and can advise the Board regarding these matters. Complaints will be handled independently from the Group.

Authority:

The Group will work together without a hierarchical structure. There may be a Group member co-opted to the Board, as approved by members at an AGM, and/or a liaison to liaise with the Board of Directors but they will not have greater authority than any other members of the Group. The Group may also be co-opted and work in an advisory capacity, as approved by members at an AGM.

Membership:

The group will comprise of ordinary members interested in Equality, Diversity and Inclusion. Members do not have to make any disclosures, unless they so wish, regarding any protected characteristics.



Meetings:

Meetings between the Group and the Board will happen twice a year, or more if required. Minutes will be taken, and actions noted with a timescale for actions to be completed. Ordinary members will be notified of the outcome of meetings and any feedback from them will be recorded. The Group will also be asked to contribute to Consultation Days and other meetings held by the Association in line with the Equality and Diversity Policy.

Reporting:

The Group will report to the Board as and when they wish to raise any concerns, pass on information, provide details of training opportunities and any other matters in line with the Equality and Diversity Policy. Reporting may be in the format of email, video call, online meeting, face to face or telephone as appropriate. Records will be kept as appropriate. Additional reporting will occur as the outcome of actions identified during meetings within timescales agreed at that time.

Resources:

The Board of Directors will allocate resources to the Equality and Diversity budget annually. This budget may be utilised by the Group, if a request is made to the Board for suitable use of funds and approved by the Board. Ordinary members may also request use of this budget and the Group may be asked for guidance by the Board before approval is given.

Deliverables:

These will be identified and agreed on an ad hoc basis and the Group can agree or decline to provide guidance or work on specific actions as they deem appropriate and/or achievable.

Review:

The Terms of Reference will be reviewed annually along with the Equality and Diversity Policy to ensure suitability.

Document History

Version Date Editor/s Comments

1.0 May 2021 Creation by Jill Henshaw, Chair of the Board

1.1 May 2021 E&D Approval

1.2 Due for review May 2022