

# Embracing Diversity

## EMPLOYER FORUM ON DIVERSITY

### MISSION

- “To continually increase awareness amongst employers of the opportunities and benefits of employing a diverse workforce”

### DRAFT TERMS OF REFERENCE

### CONSTITUTION

- The Bury Embracing Diversity Employer Forum hereby resolves to accept the following terms of reference.

### AIM

- The Forum members will endeavour to work in partnership with the Embracing Diversity Project to encourage the identification and sharing of best practice in diversity management.

### MEMBERSHIP

- The Forum will form membership from a wide variety of public and private organisations and businesses in the Metropolitan Borough of Bury and the immediate travel to work routes. The membership will include officers appointed to facilitate the Forum by Bury EST.
- A quorum will be five employers.
- The Chair of the group will be appointed by the Forum membership for an agreed specified period.
- If the Chair is absent from any meeting of the Forum then the members present will elect one of their numbers to act as Chair for that meeting.

### MEETING ATTENDANCE

- Members will have the right to invite senior managers from their companies or other such persons deemed desirable or necessary.
- Bury EST will nominate an officer to act as official minute recorder for the duration of the Forum meetings.

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## MEETING FREQUENCY

- Meetings will be not less than four times a year and be arranged by agreement with the membership of the Forum.

## OBJECTIVES

- The Forum will pilot new ways of working to facilitate recruitment, integration, and retention of disadvantaged people.
- The Forum will explore working with people from a range of disadvantaged backgrounds to include, age, disability, gender, drug and alcohol misuse, minority ethnic backgrounds and care leavers.
- The Forum will work with the appointed officers of Bury EST to formulate and develop Human Resource Management policies and procedures that will enhance the Embracing Diversity Project objectives.
- The Forum members will work towards building their capacity in taking a lead role in managing diversity effectively within their organisations.
- The Forum will work towards compliance with Government Legislation and Directives.
- The Forum will recognise trade union bodies and other forms of employee representation.

## REPORTING PROCEDURES

- The Bury EST Employment Consultant will be responsible for the circulation of the Forum meeting minutes to all members.
- The Bury EST Employment Consultant will be responsible for reporting directly to the project on evaluation, progress and achievements of the Forum and any emerging issues deemed necessary.
- Progress reports and relevant information will be circulated to members along with other relevant information to promote the achievements of the Forum.