

# **Terms of Reference:**

## **Northern Circuit Equality, Diversity and Social Mobility Committee**

### Authority

1. The Northern Circuit Equality, Diversity and Social Mobility Committee (hereinafter referred to as ‘the EDSM Committee’) is a sub-committee of the Northern Circuit Executive Committee (‘the Executive Committee).

### Function

2. The functions of the EDSM Committee are:
  - a. Formulating or proposing amendments to policies and procedures relating to equality and diversity to the Executive Committee;
  - b. Overseeing the formulation of action plans to ensure that equality and diversity policies are effectively translated into programmes of action;
  - c. Delivering initiatives in line with the Northern Circuit’s equality and diversity action plans;
  - d. Supporting the organisation and delivery of EDI education, and awareness materials, programmes, news items and events;
  - e. Establishing project groups as required to investigate, report on and implement work on specific dimensions of equality and diversity issues;
  - f. Keeping under review all areas of Circuit activities in regard to equality and diversity;
  - g. Developing and maintaining the EDI content on Circuit’s website;
  - h. Leading, developing and sustaining strategic partnership work that spans organisational boundaries including but not limited to the other Circuits, Inns of Court, the Bar Council, professional membership organisations and the judiciary to deliver strategic and operational objectives;
  - i. Maintaining appropriate consultation and communication routes with all relevant groups on Circuit and with external bodies in pursuance of the terms of reference of the EDSM Committee;

- j. Developing of a system and metrics for the monitoring and evaluating the effectiveness of the Northern Circuit's EDI initiatives;
- k. Monitoring and evaluating the implementation and effectiveness of the Northern Circuit's equality and diversity policy, procedures and plans.

### Constitution

#### 3. EDSM Committee Chair

The Chair of the EDSM Committee will be the Northern Circuit EDSM Officer nominated by the Leader of the Northern Circuit.

#### 4. Deputy EDSM Officers

The Chair of the EDSM Committee may, at their discretion, appoint Deputy EDSM Officers from the membership of the EDSM Committee. Deputy EDSM Officers may be given responsibility for the furtherance of any aspect of the functions of the EDSM Committee.

#### 5. Membership

- a. The Chair of the EDSM Committee may appoint or co-opt members to the EDSM Committee, who may include members external to the Northern Circuit.
- b. Members of the EDSM Committee shall attend 75% of meetings held in any calendar year otherwise their membership of the EDSM Committee and consequent voting rights may be terminated by the Chair of the EDSM Committee.

#### 6. Quorum

- a. There shall be a quorum at meetings of 4 voting members including the Chair of the EDSM and any Deputy EDSM Officer.
- b. There are no specified rules for voting

#### 7. Frequency of meetings

The EDSM Committee will meet at a frequency so as to satisfy the functions of the EDSM Committee, but shall in any event meet at least 4 times each calendar year.

8. Minutes

Minutes of meetings of the EDSM Committee shall be submitted to the Executive Committee and the Northern Circuit Equality and Diversity Network; and may be made available to any member of the EDSM Committee on request.