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## **DIVERSITY ACTION GROUP**

### **Terms of Reference**

#### **Mission Statement:**

The Diversity Action Group seeks to work in a spirit of mutual confidence, partnership and co-operation to continually improve the quality of life for all employees at Transport for the North (TfN), promoting an organisation committed to the highest levels of diversity, with an overarching commitment in making our environment inclusive and diverse where everyone (employees, partners & stakeholders) can thrive and be themselves.

DAG is a sub-committee of TfN's Senior Management Team (SMT). TfN's SMT have been assigned responsibility for providing management oversight in relation to the monitoring and delivery of TfN's Diversity & Inclusion Action Plan and for regularly reporting progress in relation to delivery of this action plan to TfN's Operating Board (OBT).

#### **Purpose of the Diversity Action Group:**

TfN is committed to ensuring the development and delivery of an annual agreed TfN's Diversity & Inclusion Improvement Action plan, which will be used to report on the progress made in with regards supporting TfN to achieve excellence with regards to diversity and inclusion at all levels and across all it's activities, services and outputs.

Our Diversity & Inclusion Improvement Action Plan applies equally to all levels of the organisation and aims to embrace all aspects of diversity and inclusion including gender, ethnicity, sexuality and disability.

Ensuring delivery of our Diversity & Inclusion Improvement Action Plan is considered to be primary focus for all employees at TfN and DAG is there to help and support all across TfN to delivery on the commitments and actions set-out in the plan in a timely fashion.

DAG constantly engage with a number of 3rd Parties, including the Chartered Institution of Highways & Transportation (CIHT) to provide further clarity in relation to best practice, the result of which will further inform the initiatives to increase Diversity & Inclusion across TfN.

#### **Diversity Action Group Meetings**

The Diversity Action group will meet monthly initially, personal attendance at every other meeting is essential so as to ensure the whole group is engaged, and messages are not obscured, which could happen when technology is used.

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Each meeting will be hosted by a nominated group member, this will be alternated on a monthly basis. The 'host' will mediate the meeting, ensuring meeting etiquette/ground rules are maintained.

The 'host' will be responsible for the minute taking and subsequent circulation following the meeting closure, assigning actions, confirming the next 'host', updating the Senior Management Team and Operating Board on progress, whilst also drafting and circulating the following months agenda.

A Minimum of 4 Diversity Action group Representatives (or designated deputies) must be in attendance in order for the meeting to take place.

Guest speakers may be invited to attend meetings.

### **Diversity & Inclusion Improvement Action Plan**

The Diversity Action group will actively work through the agreed Diversity Action Plan, each representative will take an active part in developing and overseeing the implementation of the Action Plan.

Actively engaging in the completion of agreed actions, so as to ensure TfN meets its obligations to continually improve the quality of life for all employees at Transport for the North (TfN), promoting an organisation committed to the highest levels of Diversity, with an overarching commitment in making our environment inclusive and diverse where everyone can thrive and be themselves.