



Bristol City Council Staff Led Group Terms of Reference

1. Purpose of the Staff Led Group

To act as a critical friend to the Council and act as a forum for support, consultation and to inform and challenge existing policy and practices ensuring that equality, diversity and inclusion are embedded as core values within the Council are evident across the workforce. To act as an advocate for the Council, promoting the Council and its workforce

- 1.1 Provide a voice for (*enter staff led group name*) and their supporters.
- 1.2 Provide a dedicated webpage for the Source to promote the activities of the group.
- 1.3 Organise at least one meeting quarterly with the members to discuss progress on agreed initiatives.
- 1.4 Contribute to interventions that focus on policy review, opportunities for training and development, peer support and information sharing.
- 1.5 Act as a signpost to HR or the relevant TU for staff seeking to resolve any work related concerns.
- 1.6 Agree a realistic costed work plan with a set of outcomes that are strategically aligned to the Councils vision and values within the allocation of funds to each group which is for the purpose of backfilling each Chair and an administrator as agreed.
- 1.7 To receive feedback from members of the group on an annual basis.
- 1.8 To contribute in supporting an annual community initiative/ event specific to the group.
- 1.9 Contribute to the promotion of the Council and its values across the workforce, City wide, Regionally and Nationally.
- 1.10 Acting as Ambassadors whilst promoting the Council's excellent reputation.

2. Membership of the SLG

- 2.1 Membership to (*staff led group name*) is open to any staff member that identifies with the groups protected characteristic.
- 2.2 Members will have an opportunity to elect the Chair via the groups AGM.
- 2.3 Members can attend group meetings with support and prior agreement of their line manager.

- 2.4 Members are encouraged to contribute to specific work plan areas or agree to lead on other areas of work and will be supported by the Council through the Volunteering Policy.
- 2.5 Members will be responsible for adherence to Council policies.
- 2.6 Members are permitted to attend a minimum of 4 (four) SLG meetings per year any additional time will need to be agreed with your line manager.

3. Chairperson

- 3.1 The Chair requires a set of specific skills and attributes and guidance for the Chair are available along with training from HR.
- 3.2 The Chair will serve a minimum of one (1) year to a maximum of three 3 years.
- 3.3 The Chair will be allocated specific protected time (1 day per week) pro-rata to undertake their role.
- 3.4 The Chair will agree the schedule of meetings for the group and coordinate the work plan.
- 3.5 The Chair has the opportunity to resign their post at any given time.
- 3.6 Should the Chair be indisposed then they will source an alternative representative.
- 3.7 The Chairperson is subject to the Council's Code of Conduct

4. Structure of the SLG

- 4.1 At least a quarterly meeting will be arranged and led by the Chair.
- 4.2 The Chair will act as a co-ordinator at all meetings and the members by vote will make the decisions; all decisions relating to the group are made based on a majority vote, which may include the Chair.
- 4.3 The secretarial and administrative duties will be delegated where necessary with the support of ABS.

5. SLG meetings

- 5.1 Meetings will be organised and led by the Chair.
- 5.2 Meetings will take place at City Hall unless otherwise advised.

6. Finance and resources

- 6.1 The SLG work plan will be supported with a budget provided by HR and will be made public.
- 6.2 Members will be encouraged to support the group as a resource in themselves.

7. Accountability

- 7.1 The SLG chair, champions, members and any members of committees set up by the SLG take responsibility for their individual conduct, outputs and actions which should not bring the group or Council into disrepute.
- 7.2 The SLG chair, champions, members and any members of committee set up by the SLG are subject to the Council's Code of Conduct.
- 7.3 Members are encouraged to feedback their thoughts/ opinions via the Chair.

8. Review

- 8.1 These Terms of Reference will be reviewed every 12 months from the agreed date of acceptance, or as requested by members