



BLACK ASIAN MINORITY ETHNIC (BAME) ADVISORY GROUP

TERMS OF REFERENCE

| Version | Issued to: | Date | Comments |
|---------|-------------------------------------------------------------------|------------------------------|---------------------------------------------------------------------------------|
| V0.1 | BAME Group | 22 nd July 2020 | |
| V0.1 | Hywel Dda University Health Board | 30 th July 2020 | |
| V0.2 | BAME Advisory Group | 14 th July 2022 | Revised reporting structure, inclusion of staff network and updated membership. |
| V0.2 | People, Organisational Development & Culture Committee | 18 th August 2022 | |
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BLACK ASIAN MINORITY ETHNIC ADVISORY GROUP

1. Constitution

- 1.1 The Black Asian Minority Ethnic (BAME) Advisory Group has been established as an Advisory Group of the Hywel Dda University Health Board and was constituted from 1st July 2020. For the purpose of these Terms of Reference Black Asian Minority Ethnic (BAME) means everyone who self-identifies their ethnicity as other than White British and which includes White European.

2. Membership

- 2.1 The membership of the BAME Advisory Group Membership shall comprise:
- Chair (Chair)
 - Vice-Chairs
 - BAME representatives
 - Trade Union Representatives
 - Senior Chaplain
 - Director of Public Health – (Diversity & Inclusion lead Executive)
 - Director of Workforce & Organisational Development
 - Head of Partnerships, Diversity & Inclusion
 - Assistant Director of Organisational Development
 - Head of Workforce Resourcing & Utilisation (Workforce Diversity & Inclusion lead)
 - Diversity and Inclusion Manager
 - Chair and Vice-Chairs of the Black Asian and Minority Ethnic (BAME) Staff Network

3. Quorum and Attendance

- 3.1 For the BAME Advisory Group meeting to be quorate there will be an attendance of five members or a quarter of the membership (whatever is greater) for the meeting to take place. Chair or Vice-Chair must be present. Vice-Chair will be selected from the BAME representatives.

4. Aims and Objectives

- 4.1 The aim of the BAME Advisory Group is to advise the Health Board on mainstreaming equality, diversity and inclusion and to provide a forum to:
- Empower Black, Asian and Minority Ethnic staff to achieve their potential through creating positive change

- Enable Minority Ethnic staff to feel that they are part of and play a vital role in the Health Board
- Raise concerns in a safe and confidential environment
- Discuss and influence and advise on issues affecting Minority Ethnic staff with key decision makers.
- Assist in formulating new and review existing policies and procedures ensuring Minority Ethnic staff are not disadvantaged
- Mainstreaming equality, diversity and inclusion enabling the Health Board in meeting its statutory obligations regarding its duty under the Equality Act 2010.
- Assist in supporting Minority Ethnic staff with the identification of training needs, advise on the provision of courses, content of courses ensuring equality and diversity implications as they relate to Minority Ethnic staff
- Help ensure Minority Ethnic staff access training and support.
- Aid with access to employment opportunities, career development and career progression/aspirations.
- Update on local and national policy and developments.

5. Management of Meetings

- 5.1 Meetings will be held bi-monthly. Terms of Reference include scope for smaller work groups to be identified for limited periods of time to drive work programmes forward.
- 5.2 In the longer term there may be a need to review the frequency of the meetings.

6. Reporting and Advisory Arrangements

- 6.1 The BAME Advisory Group will report to the People, Organisational Development and Culture Committee.

7. Secretarial Support

- 7.1 The Director of Public Health as Diversity & Inclusion lead Executive Director will ensure that the BAME Advisory Group is properly equipped to carry out its role.

8. Review Date

- 8.1 These terms of reference and operating arrangements shall be reviewed on at least an annual basis by the People, Organisational Development and Culture Committee for approval by the Board.