

Terms of Reference for the Professional Standards Board Diversity Action Group

Definitions:

The following words shall have the meanings shown:

“PSB” shall mean the Professional Standards Board

“Action Group” shall mean the PSB Diversity Action Group

“Board” shall mean the CII Board

“DCN” shall mean the Diversity Contact Network (CII internal diversity group)

“EIA Representatives” shall mean CII employees who are responsible for undertaking Equality Impact Assessments on behalf of the CII

1. Membership

- 1.1 The Action Group shall consist of up to 10 members appointed by the Action Group on the approval of the PSB including:
 - 1.1.1 A Chair
 - 1.1.2 A Deputy Chair
 - 1.1.3 Not more than three Lay members
- 1.2 Members from diverse backgrounds will be encouraged to apply to sit on the Action Group.
- 1.3 In the absence of the Action Group Chair and/or an appointed deputy, the remaining members present shall elect one of themselves to chair the meeting.
- 1.4 Only members of the Action Group have the right to attend meetings of the Action Group on a regular basis. Other individuals may be invited to attend all or part of any meeting by the Chair as and when appropriate.
- 1.5 Appointments to the Action Group shall be for a term of up to three years, which may be extended for one further three year term, provided the member remains eligible throughout that period.

2. Secretary

- 2.1 The Company Secretary, or his nominee, shall act as the Secretary of the Action Group.

3. Attendance

- 3.1 The meeting will be attended by the Director of Educational Standards or his representative

4. Quorum

- 4.1 The quorum necessary for the transaction of business shall be one third of the total number of the Action Group or three members, whichever is the greater.
- 4.2 A duly convened meeting of the Action Group at which a quorum is present, shall be competent to exercise all or any of the authorities, powers and discretions vested in, or exercisable by, the Group.
- 4.3 The Action Group may act notwithstanding any casual or other vacancy among its number.

5. Frequency of Meetings:

- 5.1 The Action Group shall meet at least three times each year and otherwise as required by the Chair
- 5.2 If any Action Group member does not attend 3 consecutive meetings without good cause, they may be removed from the Group by the Chair in consultation with the Chair of the PSB.

6. Notice of Meetings:

- 6.1 Meetings of the Action Group, other than those regularly scheduled as above, shall be summoned by the Secretary of the Action Group at the request of the Chair
- 6.2 Unless otherwise agreed, notice of each meeting, confirming the venue, time and date together with an agenda of items to be discussed and supporting papers, shall be forwarded to each member of the Action Group, and any other person required to attend, no later than 5 working days before the date of the meeting.

7. Notes of Meetings:

- 7.1 The Secretary shall take notes of the proceedings and resolutions of all meetings of the Action Group, including recording the names of those present and in attendance.
- 7.2 Notes of the Action Group meetings shall be circulated promptly to all members of the Action Group and, once agreed, to the PSB.

8. Duties:

- 8.1 To raise awareness of diversity issues amongst CII Members, Committees, Management and Staff.
- 8.2 To consider how the CII can become a more inclusive professional organisation and encourage members at all levels.

- 8.3 To develop appropriate diversity policy and actions for implementation by the CII and to receive recommendations from the DCN and EIA Representatives
- 8.4 To monitor and review the CII diversity actions to ensure implementation and to maintain relevance and effectiveness.
- 8.5 To communicate the diversity policy to CII Members, Committees, Management and Staff to encourage the highest possible level of compliance.
- 8.6 To advise and be consulted on the CII diversity policy
- 8.7 Any decisions shall be taken on the basis of a simple majority. The Chair shall not have a casting vote.

9. Authority:

- 9.1 The Action Group shall be responsible for conducting its own affairs but at all times shall act in accordance with the instructions of PSB and the Charter and Bye-laws of the Chartered Insurance Institute.

10. Reporting Responsibilities:

- 10.1 The Action Group Chair shall report to the PSB on the proceedings of the Action Group since the previous meeting.
- 10.2 The Action Group shall make whatever recommendations to the PSB it deems appropriate on any area within its remit where action or improvement is needed.

11. Other:

- 11.1 The Action Group shall, at least once a year, review its own performance, constitution and terms of reference to ensure it is operating at maximum effectiveness and recommend any changes it considers necessary to the PSB for approval.
- 11.2 The Chair shall attend PSB meetings to advise PSB members of the activities of the Action Group.
- 11.3 The Action Group is authorised to obtain, at the CII's expense, outside legal or other professional advice on any matters within its terms of reference.