

Hereford & Worcester Fire and Rescue Service

**Positive Action Sub Group
Terms of Reference**

1. Core Function

The core function of the **Positive Action Sub Group** will be to recommend positive actions and initiatives to the Equality and Diversity Advisory Group in order to seek improvements in (1) recruitment and retention of underrepresented parts of the community (2) service delivery practices.

2. Main Activities

The Group's main activities will be to:

- a. Recommend positive actions and initiatives to the Equality and Diversity Advisory Group which focus on recruitment, employment and service delivery.
- b. Support the need for Equality & Diversity to be viewed as a cross-organisational priority to be incorporated into day to day activity as far as possible.
- c. Provide feedback to the Equality and Diversity Advisory Group.
- d. Proactively highlight issues to the Equality and Diversity Advisory Group to ensure that the Authority exceeds the legal requirements of the Equality Act 2010.
- e. Examine opportunities for development of activity to meet local, regional and national needs.
- f. Identify and disseminate good practice and organisational learning.

3. Membership

Membership of the Group will ensure that individuals who are involved with recruitment, employment, service delivery and the local community are represented. Membership is as follows:

- Senior HR Advisor responsible for Equality and Diversity
- Recruitment Officer
- Station Commander – South Worcestershire Cluster
- Station Commander –TDC
- Station Commander – Community Fire Safety
- Representative(s) from the Community
- Service Volunteer Representative(s)
- Staff Representative(s) from Hereford and Worcester Fire and Rescue Service
- Representative Bodies (FBU, RFU, GMB, Unison)

One representative from each of the Representative Bodies is invited to attend the meetings although they may elect to nominate one representative to attend on behalf of all the Representative Bodies

If a nominated Officer is unable to attend a meeting, they will identify someone else from their area to attend on their behalf.

There is flexibility for subject representatives to attend as required.

4. Format of Meetings

Meetings will normally be chaired by the Senior HR Advisor responsible for Equality and Diversity.

In the absence of the Senior HR Advisor responsible for Equality and Diversity, meetings will be chaired by an individual nominated by the Chair.

The Group shall meet on a quarterly basis.

The agenda will consist of key subjects for discussion and information.

Agenda items may be added by notifying the Senior HR Advisor Equality and Diversity.