

Diversity and Inclusion (DI) Delivery Group (DG): Terms of reference

Date: 20/08/20

To be reviewed again by 23/09/21

Purpose

In 2020 RCP published 'A 2020 vision: An Independent Report into Diversity and Inclusion at the Royal College of Physicians', compiled by consultant Ben Summerskill, previously chief executive of Stonewall and a commissioner at the Equality and Human Rights Commission.

The report describes the current structure and ways of working in the RCP and how diversity is measured and monitored. It is important for an accountability group to understand and manage how the RCP presents itself, how it is perceived by others, how we recruit and retain staff and volunteers and how we celebrate inclusivity and diversity. The 29 recommendations are accepted as a roadmap to help the RCP continuously improve our equality, diversity and inclusivity experience.

The DI Delivery Group is accountable for monitoring and delivering progress against recommendations when reporting to the Board of Trustees.

Ensuring DI underpins our approach in all our work and interactions is the responsibility of all our staff, members, fellow and volunteers.

Membership:

Members:

- have a representative role to provide guidance, expertise and scrutiny, e.g. from membership groups and EF
- are collectively responsible for delivering workstreams related to the recommendations

Representative roles (members, patient, staff) will have a tenure of 24-months.

The strategic influence of the group is significant and membership of the group is explained openly and transparently below.

job title/role	Explanation for involvement in implementation group
Representatives:	
1. patient representative	Responsibility to make sure College is sensitive to DI issues impacting on patients and to report on progress against recommendations back through patient networks.
2. trainee representative	Responsibility to make sure College is sensitive to DI issues happening within trainee group and to report on progress against recommendations back into sub-group of membership

3. Faculty of Physician Associates (FPA) representative	Responsibility to make sure College is sensitive to DI issues happening within FPA group and to report on progress against recommendations back into sub-group of membership
4. fellow representative	Responsibility to make sure College is sensitive to DI issues happening within fellows and to report on progress against recommendations back into sub-group of membership
5. Speciality and Associate Speciality (SAS) Doctors representative	Responsibility to make sure College is sensitive to DI issues happening within SAS Doctors group and to report on progress against recommendations back into sub-group of membership
6. Staff representative	Responsibility to make sure College is sensitive to DI issues impacting on staff and to report on progress against recommendations back to staff.
Responsible for delivery of workstreams:	
7. registrar	senior leader responsible for overall delivery of recommendations, particularly relating to members
8. president	senior leader responsible for overall delivery of recommendations
9. Chief executive officer	senior leader responsible for overall delivery of recommendations
10. executive director of Care Quality Improvement	oversees care quality improvement and postholder led gender pay gap work we need to build on
11. executive director for Communication, Policy and Research	has overarching responsibility for how we ensure a diverse voice and present ourselves as inclusive
12. executive director Human Resources	has overarching responsibility for ensuring diverse workforce
13. learning and OD HRBP	leading on cultural transition workstreams
14. head of Professional Governance	ensuring the delivery of the member-facing recommendations relating to membership/governance.
15. head of Assessment Unit	leading on ensuring diversity and inclusion in our education programmes

Other members of staff/experts/representatives may be invited to attend meetings or contribute to workstreams.

The group will continue to be part of the governance framework within the College. The IG constituency membership and TORs will be reviewed annually.

Recruitment/selection to representative positions:

We recognise we need to consider and embrace all protected characteristics when considering all aspects of DI.

The group's constituency will represent a range of protected characteristics.

Representatives will report into the DG DI-related experiences of the subgroups they represent.

Reference Group:

The Reference Group is open for all members and staff to contribute, enabling us to draw on a broad pool of expertise and experience. People identifying with at least 1 of the 9 protected characteristics are particularly encouraged to participate in the Reference Group.

By highlighting shared and personal experiences and scrutinising performance, the reference group is a critical friend, enabling the DG to make consistent progress on delivering the recommendations of the report.

Channels may be created within the reference group to support different workstreams.

Updates and requests for input/involvement will be circulated quarterly to the reference group following updates to the Board of Trustees.

Accountability:

By December 2020 the DG will published an action plan detailing how the 29 recommendations in the report will be achieved.

Accountable to the Board of Trustees, overall report/update issued every 3 months in time for council meeting. CEO/President to provide update.

Review:

TORs, purpose, effectiveness and group composition to be reviewed again by 23/09/21.

Working methods / ways of working:

The DG has a Microsoft Team page restricted to group members only, this is where any information will be shared.

The DG will meet every 3 months, this will be a physical/virtual meeting.

Meetings will be co-chaired by the President and the Learning and OD HRBP.

If subgroups are needed, they may meet/communicate at different times.

Secretariat support will initially be provided by the Learning and OD team, this will be reviewed every 3 months, group members may be asked to contribute resources if this is not sustainable.