



EQUITY, DIVERSITY AND INCLUSION COMMITTEE

Terms of Reference

Vision:

The Equity, Diversity and Inclusion (EDI) Committee's vision is to provide a collaborative and strategic forum and platform for members of all construction and built environment disciplines and professional bodies to identify and promote a genuine commitment and a consistent approach to EDI in the construction and built environment sector.

Objectives:

1. Advise and engage with the CIC Council, the CIC Board and relevant CIC initiatives, and CIC members on strategic issues relating to equity, diversity and inclusion in the built environment sector.
2. Provide leadership and guidance to support the development and coordination of wider strategic EDI activities across the construction and built environment sector.
3. Identify and promote EDI policy and best practice in the construction and built environment sector to support a collaborative approach within CIC membership and in the wider sector.
4. Promote a one voice approach on strategic activities, such as data collection, standards and education pipelines.

Governance

The EDI Committee is formed of two groups:

1. A smaller group composed of EDI practitioners from CIC member organisations with professional experience of embedding EDI in organisations. This group will meet once a month, online or in person for 1.5 hours, with responsibility for achieving the objectives set out above.

This committee is composed of:

- Chair (appointed by CIC)
- Deputy Chair (appointed by CIC)
- CIC facilitator/admin support
- 4 EDI practitioners (maximum of 6) from CIC member organisations

The minimum requirement for members is to attend at least 75% of meetings either in person or virtually. Members should endeavour to attend the full length of the meeting.

2. A larger group of built environment representatives that hold EDI responsibilities. This group will meet once a quarter, online or in person for 1.5 hours, to provide meaningful feedback on the

work of the smaller group and to ensure that the work of the Committee is cascaded to their organisations.

This committee is composed of:

- Chair (appointed by CIC)
- Deputy Chair (appointed by CIC)
- CIC facilitator/admin support
- 30 attendees that hold EDI responsibilities from built environment organisations

Consistency across both groups is ensured by the presence of the Chair and Deputy Chair at these meetings.

CIC shall provide a secretariat function to coordinate all Committee meetings, take minutes and distribute meeting packs.

Role of the Chair

The Chairperson shall be selected by CIC and or the Committee for a period of 3 years. The responsibilities of the Chair include:

- Chairing the meetings.
- Reporting annually to the CIC Council.
- Representing the work of the Committee to outside bodies and individuals when appropriate.
- Working with the Secretariat and the Committee to achieve a balanced membership of the Committee.
- Working with the membership of the Committee to draw up a Strategic Plan for the activities of the Committee. This should be reviewed annually.
- Agreeing the Agenda for each meeting with the Secretariat, and reviewing the meeting minutes that the Secretariat will prepare.
- Steering the work of the Committee, by consulting with members both collectively and individually (as and when appropriate and necessary), to maximise the contribution of individuals and the performance of the group to ensure Committee objectives are obtained.

Role of CIC

Provide adequate resourcing to enable the above to be realised and in particular:

- Work with the Chair in scheduling meetings and notifying committee members.
- Distribute meeting documents and papers.
- Record and distribute minutes and action lists.
- Coordinate official meetings, including invitations and venue.
- Forward specific issues to the CIC Board or other committees when requested.
- Work with the Chair and Deputy Chair to establish and execute an effective communication plan.
- Review with Chair and Deputy Chair additional resource requirements.