

CIC Diversity Panel

TERMS OF REFERENCE

Scope and Deliverables

Vision:

The Diversity Panel's vision is to provide a collaborative forum and platform for members of all construction disciplines and professional bodies to identify and promote diversity policy and activities in the construction industry.

Mission Statement:

The Diversity Panel will innovate and lead to bring about cultural change in our industry.

Goals:

- Prepare a strategy to influence and engage with industry leaders to bring about a cultural change in attitudes to diversity, fairness and respect within our workplace(s)
- Develop a media plan to showcase positive images of construction as a means of attracting a diverse workforce improve our image and fix our reputation
- Define what diversity means in practice and develop a model/guide with training programme for the workforce
- Attract and retain young people as the future leaders of our industry
- Open up career paths and provide ladders of opportunity

Objectives:

- Identify key industry role models and obtain media coverage
- Become the 'go to' organisation on diversity best practice, knowledge, research within CBE
- Map diversity initiatives and champion these through our membership
- We will identify from our panellist champions for each stream of diversity
- Achieve government funding to deliver the CLC action A2
- Signpost to careers resource packages for teachers, advisers (CBE media promotion)
- Organise a 'Diversity means business event
- Complete the Data Gathering Project

Governance

Terms of Membership

At present the Panel has a three-year lifespan (ie. the Chair, Vice Chair and Panel Members stand for 3 years). The Diversity Panel shall meet once a quarter for approximately 2 hours, throughout the year, typically at a venue in Central London.

Diversity Panel Meetings

The minimum requirement for panel members is to attend at least 3 out of the possible 4 meetings either in person or by conference or Skype call. Members should endeavour to attend the full length of the meeting.

The rules governing the membership of the CIC Diversity Panel are:

- The Chair is appointed by the CIC Executive Board
- The Vice Chair is appointed by the CIC Executive Board
- Panel Members are appointed by CIC Full Members
- The Secretariat is appointed by the Chief Executive
- Additional observers (up to 5) are co-opted by agreement of the Chair

Role of the Chair

- Keeping the Panel on track in driving and obtaining objectives and deliverables
- Keeping the meetings on track according to the agenda
- Bringing all current and outstanding issues to a conclusion
- Ensuring all members have the opportunity to contribute by expressing their point of view
- 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 Panel objectives are obtained

Role of the Vice Chair

- Working with the Chair to keep the Panel on track in driving and obtaining objectives and deliverables
- Deputising for the Chair at meeting in their absence (when required) to oversee the role of the Chair in meeting.
- Support the Chair to maximise the contribution of individuals and the performance of the group to ensure Panel objectives are obtained

Role of Secretariat

- Working with the Chair to set the agenda
- Working with the Chair in scheduling meetings and notifying committee members
- Distributing meeting documents and papers
- Recording and distributing minutes and action lists
- Coordinating official meetings, including invitations and venue
- Preparing and distributing induction materials to new members.
- Produce bi-monthly report for the CIC Council (via the Executive Board)

Role of the Members

Every member has a role to play in ensuring the Panel meets its objectives. In general, all members should:

- Attend at least 3 out of 4 annual meetings.
- Contribute their experience and ideas.
- Maintain a positive and enthusiastic attitude toward the practice of diversity, fairness and equality.
- Be willing to broaden their knowledge of diversity issues.

Reporting

The Diversity Panel reports to the CIC Council via the CIC Executive Board.