

PROSPECT COMMUNITY HOUSING LTD

EQUALITIES WORKING GROUP

MEMBERSHIP, REMIT AND STANDING ORDERS

1. INTRODUCTION

- 1.1. The Equalities Working Group is a Working Group of the Management Committee of Prospect Community Housing Ltd. As such, it is set up, functions and is subject to the Rules of Prospect, to the overall authority of the Management Committee, and to all the Policies, Procedures and Standing Orders approved by the Management Committee.
- 1.2. This document details the membership, remit and standing orders of the Equalities Working Group.

2. MEMBERSHIP

- 2.1. The Equalities Working Group will comprise the Director, Housing Manager, Property Services Manager, Corporate Services Officer and a minimum of 3 Management Committee Members.
- 2.2. The membership will be appointed at the Management Committee meeting immediately following each Annual General Meeting.

3. REMIT

- 3.1. The Equalities Working Group is responsible to the Management Committee for:
 - a) Monitoring Prospect's performance against our Equalities Action Plan and the CIH Equality and Diversity Charter, ensuring the Action Plan is presented to Management Committee twice per year;
 - b) Reviewing our Equalities Policy (as part of the three year review cycle);
 - c) Identifying areas we can improve practice and foster good relations to ensure that everyone we deal with is treated with fairness and respect and is not discriminated against on the grounds of any of the protected characteristics;
 - d) Identifying specific Equalities related tasks or projects to progress within the organisation;
 - e) Identifying and sharing good practice and promoting Equalities within the organisation.

4. FREQUENCY AND TIMING OF MEETINGS

- 4.1. The Equalities Working Group will normally meet 2 or 3 times each year, depending on the need. The meetings will normally be held in the evenings between 5.30pm and 7pm.
- 4.2. If the level of business requires it, additional meetings may be held at the discretion of the Chairperson in consultation with the Housing Manager.

- 4.3. At their first meeting following each Annual General Meeting, the elected members of the Equalities Working Group will appoint a Chairperson, who will normally be the Housing Manager.
- 4.4. There will be no minimum quorum of elected Members to enable a meeting to proceed.
- 4.5. The agenda and papers for each Equalities Working Group meeting will be sent to Committee Members not less than 2 days before the date of the meeting.
- 4.6. The Housing Manager is responsible for ensuring that the agenda and papers are produced and issued on time. The Housing Manager will agree the composition of each agenda with the Director.
- 4.7. Brief notes of the meetings will be made by the Corporate Services Officer and distributed to Members within 7 days of each meeting.

5. REVIEW

- 5.1. The Management Committee will review the membership, remit and standing orders of the Equalities Working Group annually, at their first meeting after the Annual General Meeting.

This version of the Equalities Working Group remit approved in: September 2019