

Working Together Group: Terms of Reference

1. Mission statement

The WTG has been set up to help integrate equality & diversity through each service area in GGHT. WTG will be a source of invaluable knowledge and will work to remove the difficulties that will arise along the path to excellence in 'SHEF',

2. WTG Objectives

- To help GGHT achieve the 'excellent' level on SHEF
- To ensure GGHT fulfills its promises in the E&D service standards
- To share information that may help shape GGHT services so that services may be tailored to individual needs.
- To ensure all GGHT policies, practices and procedures are compliant with the Equality Act 2010 and have no negative impact on any individual or group
- To ensure all GGHT services are equally accessible to all
- To help to diversify GGHT's workforce
- To help to improve E&D performance across the organisation

3. WTG meetings

- Meetings will be held every two months (6 times per year)
- If members are unable to attend the meeting, please ensure you send a deputy in your place.
- Ad-hoc meetings may be called with the group or individual members in the event of a specific need.
- The presence of at least 5 members shall constitute the required quorum to enable the group to operate. (two GGHT members & three community group members)
- The group will keep in touch via email and telephone. Contact details will be circulated by the chair following the first meeting.
- The Chair person will be responsible for creating meeting agenda's.
- The chair person will ensure that meeting agendas are circulated 1 week prior to the meetings.
- People wishing to submit information for discussion must ensure that they send this to the chair for inclusion 2 weeks before the meeting.
- All meetings will be documented in the form of minutes by a volunteer. These will be available on the GGHT website and will be circulated to the group.
- Personal or individual issues will not be discussed at the meeting and must not be raised.
- Grievances regarding another group member must be brought to the Chair after a meeting has taken place. They will then be dealt with in accordance to the correct GGHT policy or procedure.

Last updated 28 January 2011

4. Desired outcomes

- GGHT will have E&D integrated through every service area.
- E&D will be monitored to track progress
- GGHT will have collected 100% customer profile information
- Excellent customer focused services tailored to specific needs
- Increased satisfaction from all customers in each service area
- Workforce diversity increased
- To achieve 'excellence' in SHEF.
- The promises in GGHT's E&D service standards will be fulfilled.

5. Timescales

- 12 months to ensure we deliver our promises under the E&D service standards – after which time GGHT will review the service standards.
- 18 months to ensure we reach excellent on 'SHEF' – after which time we will be assessed.
- All other activities are continuous.

6. Persons involved

- Cam Kinsella – E&D Officer, GGHT
- Gary Cookson – HR & OD Business manager, GGHT
- Kelly Bond - Estates & Tenancy manager, GGHT
- James Doran – Regeneration manager, GGHT
- Andrew Smith – Planned maintenance manager, GGHT
- Neil Martin – Customer involvement & communications manager
- Sheila Barber – Tenant Board member & E&D Champion
- Dave Connor – Warrington Disability partnership
- Gill Reeder – Deafness Support Network
- Paritam Singh Tatla – Warrington Ethnic Community association
- Susan Blythe – YMCA / Multicultural forum
- Penelope Bassi – TransWirral / Breakthrough UK
- Jane Gasick – GLYSS (Gay & lesbian youth service)
- Stephen Kingsnorth – Warrington council of faiths
- Moira Dickinson – AGE UK
- Nosheela Rashid – Warrington Borough Council
- Halina Kelly – Leader in the Polish community

7. Confidentiality

WTG members will be subject to a confidentiality agreement with GGHT and its Board stating that they will not divulge or allow to be divulged any confidential or sensitive information. Occasionally WTG will discuss highly confidential or sensitive information at meetings, this information will not appear in the meeting minutes.



8. Review of WTG

WTG reserve the right to amend the terms of reference to increase the scope of the group's activities. Any changes to the terms of reference must reflect the objectives of WTG. Changes to the Terms of Reference must be agreed by the majority of the WTG members.