



Comhairle na nDochtúirí Leighis
Medical Council

**Draft Terms of Reference
Equality & Diversity Working Group
(EDWG)**

*The establishment of this Working Group was approved by Council at
its meeting on 22nd May 2014*

Date of issue 30th July 2014

Function of the Equality & Diversity Working Group

Council, through reliance on recommendations from the Equality & Diversity Working Group, is ultimately responsible to ensure that no member, employee, service user, or stakeholder experiences less favourable treatment on the grounds of gender, marital or family status, sexual orientation, religious belief, age, disability race or membership of the Travelling Community.

Role of the Equality & Diversity Working Group (EDWG)

The EDWG is charged with advising Council on the responsibility to ensure the organisation values the creative and innovative potential that people with diverse backgrounds, skills and abilities bring to the organisation. The EDWG will work to develop the Council's Equality & Diversity Policy which will ensure that everyone who interacts with the Council is:

- Treated fairly and without discrimination throughout their dealings with the Council
- Treated equally in a healthy and safe environment free from hazards
- Treated with dignity and respect in a fair and consistent manner in an environment where inappropriate behaviour is not acceptable.

Role of the Equality & Diversity Working Group Member

The role of the individual members of the Equality & Diversity Working Group Member additionally includes:

- To raise individual and overall awareness about the implications of prejudice, stereotyping and discrimination in relation to the law and in the role of Medical Council member
- To promote a supportive and inclusive culture for all of the Medical Council members, service users and stakeholders
- To advance the Medical Council's implementation strategy on equality and to communicate this more effectively
- To promote the education of the Medical Council and all registered medical practitioners in relation to equality and diversity matters.
- To monitor and evaluate the Medical Council's services and the effectiveness of its equality and diversity policy, to include monitoring statistical data carried out through the various activities of Council.

Membership

The Equality & Diversity Working Group shall be comprised of:

- Ms Katharine Bulbulia (Chairperson)
- Professor Freddie Wood (President)
- Ms Marie Kehoe-O'Sullivan
- Ms Mary Duff

Chair

The Chair will be a Council member and shall convene the Equality & Diversity Working Group meetings. If the designated Chair is not available, the attending EDWG members will agree an Acting Chair before formally convening and conducting that meeting. The Acting Chair is responsible for informing the Chair as to the salient points/decisions raised or agreed to at that meeting.

Agenda Items

- The Equality & Diversity Working Group agenda, with attached meeting papers will be distributed at least five (5) working days prior to the next scheduled meeting.
- Members may raise an item under 'Other Business' with the agreement of the other members if necessary and as time permits.

Minutes & Meeting Papers

- The notes of each Equality & Diversity Working Group meeting will be recorded and distributed by the Secretary or their assistant.
- Full copies of the notes, including attachments, shall be provided to all Equality & Diversity Working Group members no later than ten (10) working days following each meeting.

Frequency of Meetings

- The EDWG shall meet quarterly and when possible at least 2 weeks in advance of the Nominations & Development Committee (NDC) meetings.
- An extraordinary EDWG meeting may be called by the Chair at any time to consider urgent or exceptional matters.
- Should any decision relating to equality and diversity be made at a Council meeting this decision shall be recorded in the minute of the next scheduled EDWG meeting.

Quorum Requirements

A minimum of two (2) Equality & Diversity Working Group members is required for the meeting to be recognised as an authorised meeting, and for the recommendations or resolutions to be valid.

Authority

The Equality & Diversity Working Group authority is derived from the Council via the NDC.

Administrative support

Administrative support to the Equality & Diversity Working Group will be provided by the SEO, Corporate Governance & Council Section or another member of staff of the Medical Council.