

Equality, Diversity and Inclusion Employee Group

Terms of Reference (Agreed) – October 2020

Overview, background and purpose of the EDI Group

Overview

- Aquila Group Board has adopted a set of EDI principles which include taking actions to both promote equality for all staff and embed strong EDI values within the organisational culture
- As part of this, a volunteer Equality, Diversity and Inclusion Employee Group (“**EDI Group**”) has been formed from employees of each Group subsidiary
- EDI covers all forms of diversity including but not limited to; age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, and flexible working hours

Background

- The Alexander-Hampton Review has been highly successful in bringing about change to improve gender diversity across FTSE 350 companies
- In 2020, the Black Lives Matter movement has seen companies, individuals and media reflecting and publishing how their actions could be improved to ensure more inclusivity for black people
- Research shows that across sectors, there is a strong business case for supporting diversity and inclusion
- Overall, companies are being challenged by current and prospective employees to ensure workplaces foster diverse environments and cultures

Purpose

- The EDI Group has been created as an employee-led group with representation from across Aquila. Its purpose is to drive the EDI agenda across subsidiaries including by: developing frameworks and raising awareness for the implementation of a range of initiatives to foster a culture of equality, diversity and inclusion at Aquila and to providing a voice for staff at Group Board level

Scope

The scope of the EDI Group includes:

- To work and develop initiatives across the whole of the Aquila Group
- To develop and make recommendations on appropriate initiatives for approval from each subsidiary within the Group
- The initial scope of the EDI Group will be on supporting Aquila to establish its current position and to develop and undertake initiatives to improve its position. The scope of the EDI Group is not however solely restricted to setting and achieving targets or fulfilling commitments made by Aquila and will also include activities to capture experiences of staff and to foster a more diverse, equal and inclusive working culture

Objectives

Key objectives of the EDI Group include:

- Implement activities to improve workforce equality and diversity
- Identify and develop a range of initiatives to foster a more inclusive working environment
- Help to develop Aquila as an attractive employer (for current and future employees)
- Support the development of collaborative working with staff from across Aquila
- Provide voice and representation at Group Board

Roles & Responsibilities

The EDI Group's activities are to include:

- Working with subsidiary Boards to establish a subsidiary-specific framework for the implementation of EDI activities
- Developing and implementing a programme of activities to support the EDI agenda
- Being responsible for developing, implementing and monitoring the impact / success of appropriate activities
- Raising awareness amongst all employees about EDI issues
- Working to change behaviours to help achieve objectives / targets
- Pro-actively sharing information on EDI at Aquila (i.e. internal communications)
- Supporting the development of any external marketing and communications messages related to the scope of the EDI Group
- Being responsible for developing / monitoring / reviewing Aquila-wide EDI related policies and procedures
- Working to embed values of equality, diversity and inclusion in all areas of our work
- Serving as the confidential "voice" of staff on EDI-related issues to subsidiary and Aquila Group Boards

The role of individual EDI Group Members includes:

- Work collaboratively with all other EDI Group members to develop and implement the agreed range of initiatives and activities
- Acting as a 'champion' to promote and support all EDI Group initiatives within each subsidiary
- Act as a link between the EDI Group and each individual part of the organisation to provide updates / present initiatives for approval / collect feedback etc.
- Where required take a lead on developing and implementing individual initiatives included within the scope of the EDI Group
- Serving as the confidential "voice" of staff to the EDI Group during meetings

Accountability, membership and working practices

Accountabilities

- The EDI Group is accountable to the Boards of Aquila and each of the subsidiaries. The role of the EDI Group is to make recommendations for review and agreement from each Board prior to implementation. This ensures that whilst there is a collective approach to developing initiatives, each activity implemented to approach to each individual subsidiary.

Membership

- The EDI Group will include circa twelve members in total, with appropriate representation from each part of the organisation
- Membership will be reviewed if and when the structure of Aquila changes or when an existing member leaves the EDI Group
- The EDI Group is intended to be 'employee led' but will include one senior leader from Aquila or one of its subsidiaries to provide support and guidance

Working practices

- The EDI Group will meet at least once a month, or more frequently when required (e.g. as part of the initial set-up and planning)
- A Chair will be nominated and selected from the membership of the EDI Group. The Chair will be reviewed and a new Chair may be appointed every 3 months with a focus on equal participation across the subsidiaries where possible

Resources

Resource

- The EDI Group members will commit at least 1 hour per week to the activities of the EDI Group

Budget

- The EDI Group does not have a specific budget, it is however able to make recommendations for approval to Boards within Aquila for review and approval.

- Indicatively the EDI Group estimates that the largest expense will be an independent review of Aquila's as-is position (c. £5.5-12k)