

Draft Agenda for North Diversity Group

1st May 11am

Venue - Leeds Federated HA, Arthington House, 30 Westfield Rd, Leeds LS3 1DE

1. Introductions
2. Purpose of Group (see terms of reference)
3. HDN Update
4. #thisisme Calico Homes
5. Harnessing Board Diversity – Together Group
6. New HDN Programme on mentoring and coaching for managers (see attached)
7. AoB
8. Date and venue of next meeting and close

Item 2 -NORTHERN DIVERSITY GROUP

Terms of Reference

Purpose of the Northern Diversity Group (NDG)

- To contribute to a forum that allows the sharing of good practice in equality and diversity across the sector to help bring about real improvements to the diverse communities served by social landlords in the Northern region.
- To promote the equality and diversity agenda alongside related community cohesion activities, staff and social justice agendas.
- To operate a practitioners forum that provides genuine benefits to its members in their efforts to deliver excellence in this field of work.
- To enable members to share performance information and data, this will help to ensure meaningful comparisons.

Membership

- Membership is open to any social housing organisation that delivers the equality and diversity agenda or manages social housing in the North region. This includes housing associations, local authorities, ALMO's and other social housing bodies.
- The forum will aim to have a minimum of 12 members so as to ensure that benefits are achievable and that the forum can operate effectively. Although no maximum has been set, where organisations wish to join the forum this will be discussed and agreed by members at the following meeting, so as to remain manageable.
- All members will be expected to sign up to these terms of reference.
- All members will have one main point of contact. Where this changes, members have a responsibility to notify the forum.

Frequency and Venues

- Meetings will be 4 times a year with the host organisation being responsible for facilitating and servicing the meeting unless otherwise agreed.
- The chair in conjunction with group members will be responsible for producing an agenda and forwarding to members in a timely manner.
- The host organisation will meet the full costs of the meeting. The cost of travelling to and from the meeting will be paid for by the attendees.
- The dates and host venues will be confirmed by the Chair for the full year ahead.

Roles and Responsibilities

NDG Members

- The emphasis of the forum is on active participation. This includes trying to attend at least two meetings per year and actively respond to email requests and correspondence and other general NDG activity.
- To attend meetings and promote meaningful discussion.
- To share experience and information with other members of the forum to help them improve their performance.
- To share information on good practice initiatives, projects and policies.
- Ensure all requests for information are headed NDG REQUEST in the subject field.
- Ensure any data that is shared is anonymous and non-identifiable and in line with relevant data protection legislation.
- To report back on projects undertaken by forum members or sub forum members.
- To respect the views shared by members.

NDG Chair and Vice Chair

- A Chair and Vice Chair will be nominated and elected by forum members. The term for both roles will be for a maximum of two years (4 meetings per year), upon which a new Chair and Vice Chair may be elected. A Chair and Vice Chair can be re-elected if no other nominations are received.

Role and responsibility of Chair and Vice Chair

- Liaising with members and co-ordinating the group's activities.
- Be the administrative point of contact for members and potential new members.
- Where the expertise of trainers, consultants or private sector companies is sought, this will be by formal invite from the Chair on a project specific basis.
- Support members and external speakers with the forums meetings activities.
- Collate and co-ordinate agenda items for future meetings.
- Be the point of contact for Housing Diversity Network (HDN).
- Promote the forums existence and activities where appropriate.
- Write a short (e.g.1 page) end of year report to record and celebrate the achievements of the forum for the year of their term and circulate this to the group and HDN.

Administration/Secretariat

- The Chair along with the host organisation will be responsible for arranging secretarial support for the forum including arranging for minutes, agendas, papers and other documents to be forwarded to HDN.
- Administration support will be supplied by HDN. Forum members will respond and support HDN in full including timely responses and responding to any requests made.

- HDN is responsible for ensuring distribution of papers for meetings, agendas and any other supporting documents. HDN will also be responsible for uploading the website area with necessary documentation.
- HDN will assist the Chair and host organisation in securing guest speakers and assist with venue bookings and arrangements where necessary and appropriate.

NDG Sub Groups

- NDG can set up a sub group at a meeting, in order to research a particular subject in more detail on behalf of the forum, or to gather best practice in a specific area. The forum will give a clear remit to such a group, and will define its aims and objectives. The task and finish group will then feedback its findings to the forum at a future meeting.

Relationship with Housing Diversity Network

- HDN currently provides support to several other regional equality forums across the country. HDN is a membership organisation and whilst membership of HDN is completely separate from membership of NDG, NDG recognises that HDN needs to keep under regular review its capacity to support such regional groups if membership income is limited.
- NDG acknowledges the benefit of HDN support and the range of added value services it provides to NDG and housing organisations/networks across England.
- NDG is happy to promote HDN service to colleagues who are not HDN members; and externally where appropriate.

Data Protection

- HDN will hold the main database for the group and share a copy with the Chair and Vice-Chair. Whilst the group are encouraged to share information with each other it is required, for the purposes of data protection, that the contact information is not shared with a third party without prior permission from the Chair, Vice-Chair and HDN.

Status

- NDG is a practitioner working group that maintains an independent status. Each member is responsible for reporting to its employer. Any member who implements an idea or initiative within their own organisation that they have picked up from another NDG member should always give credit to the organisation from which the idea originated.

Item 7 Draft text CMI Level 5/7 Award in Coaching and Mentoring

We believe that building a culture of diversity and inclusion goes hand in hand with a strong coaching and mentoring culture. We are partnering with Whole Spectrum to offer this course which builds on our existing successful board excellence and staff mentoring programmes.

Whole Spectrum have a long track record of delivering coaching and mentoring qualifications within the social housing sector.

This programme has a focus on diversity and inclusion and can both support professional growth, organisational development and meet wider diversity goals.

Who is the programme suitable for?

- *Existing mentors on HDN's programmes who wish to formalise their learning*
- *Graduates from these programmes who want to build upon their experience*
- *Managers who wish to develop their coaching and mentoring skills to equip themselves to work in an inclusive environment*

The programme can also be part of projects to increase the diversity of management and leadership roles in organisations.

Course Information

The CMI Level 5 Award in Management Coaching and Mentoring is designed to support managers to develop management coaching and mentoring skills and to identify meaningful links between coaching, mentoring and the achievement of business goals. It provides a thorough grounding in the theory and practice of coaching and mentoring.

We teach this qualification in a business-oriented way, ensuring participants learn from first-hand coaching experience, as well as through taught material and written assignments. We include a level of required coaching practice and reflective review so that the Award is made up of three different elements:

- Attendance at six workshop sessions
- 10 hours supervised coaching and mentoring practice
- A 3000 - 3500 word written assignment from a choice of six units
- A 1000 - 1500 word reflective review and a personal development plan (PDP)

Level 5 covers practical skills and competencies that are rated in academic terms as being comparable to Foundation Degrees and Higher National Diplomas (HND). There is an

expectation that participants will have the required academic and intellectual capabilities to write assignments at these levels.

Level 7...

The course will have equality, diversity and inclusion as a theme running through the programme, enabling participants to take on the challenges presented in the changing workplace.

Supervision

The Association of Coaching (AoC) recommends that coaches receive one hour of supervision for every 30 hours coaching. We know that trainees benefit from a greater level of supervision. Therefore, a group and individual phone supervision session are included within the programme.

Assignment Support

We offer flexible, 1-2-1 assignment support throughout the course. Most people appreciate this approach and find that checking in 'little and often' is the most helpful way to get assignments done!

Course Tutors

Georgia Parker

Chris Wood

Raj Patel

Mushtaq Khan has worked in the social housing sector for over 25 years latterly as a Director in a large housing association. His current work centers on ensuring that organisations reflect the communities that they serve, and managers are best placed to respond to the challenges of workplace diversity.

Programme Timetable

Date	Activity
Month 1 Half day, 10am –1pm	Launch and Induction Session
Month 2	Workshop 1 Coaching and Mentoring 'Basics'

Month 3	Workshop 2 The Coaching and Mentoring Cycle
Month 4	Workshop 3 Professionalism and Ethics
Month 5	Workshop 4 Relationships, values and styles
Month 6 Half day, 10am – 1pm	Workshop 5 Group Supervision
Month 12	Submit assignment, reflective review and PDP

Workshops (unless specified) run from 10am to 5pm, with a break mid-morning and mid-afternoon and 45 minutes for lunch.

Costs and payment

The cost for the Level 5 Award is £1950* plus VAT which includes CMI registration, administration fees and all materials. We are happy to agree a payment plan with you should this assist you in attending.

*to be agreed