

Equity, Diversity & Inclusion Subcommittee Terms of Reference

(to report to the Constitution & Ethics Committee)



1. Purpose

The purpose of the EDI Sub-Committee is to ensure that Equity, Diversity and Inclusion is strategically positioned across IWFM, informing organisational strategy, policy, decision-making and external voice, so that inclusive practices are embedded in a clear, accountable and sustainable way. The Subcommittee also supports IWFM in being an inclusive, member-led organisation by advising on how EDI principles are embedded through its policies and practices. The Subcommittee provides independent advice, oversight and assurance to the Constitution & Ethics (C&E) Committee by proactively applying an EDI lens to plans, proposals and risks, advising on implications for member and public communications, and making recommendations for improvement and escalation where needed. The Subcommittee does not direct operational activity but is kept informed of progress through established reporting structures, enabling it to provide effective oversight and assurance.

2. General Regulation

2.1 The Subcommittee will normally meet at least two times each year, with additional meetings scheduled as required to deliver its remit.

2.2 The quorum shall be three members. A majority of those present must be IWFM members.

2.3 Any member not attending or contributing for three consecutive meetings within a twenty-four month period will be deemed to have resigned, subject to the discretion of the Chair.

2.4 Other General Regulations are as stated in Section 5.0 of the Board Regulations – Board Committees and Advisory Groups.

3. Composition

3.1 Membership shall normally consist of up to six members, two of which may or not be IWFM members, appointed by the C&E Committee and ratified by the Board. The appointment of any cross-member serving on both Committees will be agreed jointly by the Chairs of the C&E Committee and the EDI Subcommittee, in consultation with the IWFM Governance Team.

3.2 The Subcommittee will include:

- At least one member drawn from the C&E Committee;
- At least three IWFM members with proven expertise or commitment in EDI (including representation from the existing EDI Focus Group during transition);
- Provision may be made for up to two external EDI specialists, who may not be IWFM members, to ensure access to critical insight and expertise.

3.3 To ensure effective cross-representation and alignment, at least one member of the EDI Subcommittee shall also serve on the C&E Committee. This arrangement supports continuity of

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oversight, strengthens governance alignment, and ensures EDI considerations are embedded across both Committees.

3.4 The Chair of the Subcommittee shall be appointed by the C&E Committee and must be a professional grade member of IWFM.

3.5 Members must demonstrate appropriate knowledge, skills and experience relevant to EDI leadership, strategy and governance.

3.6 Members of the Executive Team and staff may be invited to attend meetings as required.

4. Functions

The Subcommittee will support delivery of IWFM's EDI Strategy and Strategic Delivery Plan. Its detailed functions will be confirmed in line with the organisation's agreed EDI priorities. Indicative functions are expected to include:

4.1 To provide oversight and assurance on the implementation of IWFM's EDI Strategy, including the Statement, Approach, Roadmap and related commitments.

4.2 To provide assurance that IWFM applies an EDI lens to organisational strategy, policy development, planning processes and communications

4.3 To support and promote IWFM's role in advancing Workplace and Facilities Management by championing EDI as a driver of excellence, value and professional standards, and by advising on how IWFM can continue to be inclusive and representative of all its members.

4.4 To monitor developments in industry and government policy related to EDI which may impact IWFM members, the sector or society, and advise the C&E Committee accordingly.

4.5 To provide a voice and expert knowledge on EDI, informing IWFM policy positions and contributing to sector-wide leadership.

4.6 To review and provide feedback on EDI-related IWFM policy implementation and sector engagement, including whether engagement in specific campaigns, awareness events or initiatives would be authentic and aligned with IWFM's values.

4.7 To advise on potential EDI implications of organisational decisions and external engagement, ensuring these are considered proactively rather than retrospectively

4.8 In addition to its assurance function, the Subcommittee may provide expert, practical advice on EDI matters to the IWFM Executive, Members' Council and other governance bodies. This includes reviewing proposed strategies, frameworks, or initiatives to ensure they align with IWFM's EDI principles and statutory responsibilities. Where appropriate, the Subcommittee may contribute to short-term working or task groups to support specific projects, while maintaining its focus on oversight rather than operational delivery.

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4.9 To consider on an ongoing basis how IWFM can share knowledge, develop and promote best practice on EDI to members, and help ensure a zero-tolerance stance to barriers to inclusion.

4.10 To review and consider evidence and insight on emerging EDI trends and issues, ensuring the Subcommittee's advice to C&E and the Board remains informed, strategic and forward-looking.

5. Powers

5.1 The Subcommittee shall operate in an advisory and assurance capacity to the C&E Committee, providing expert input within the boundaries of delegated authority defined by the Board.

5.2 The C&E Committee may delegate specific responsibilities to the Subcommittee but retains overall responsibility for decisions and recommendations to the Board.

6. Reporting

6.1 The Subcommittee is accountable to the C&E Committee. It will provide update reports to each meeting of the C&E Committee, with recommendations for approval or escalation to the Board as necessary.

6.2 The Subcommittee receives its information through established reporting structures; it does not replace or duplicate reporting lines to Members' Council.

6.3 An Annual Report will be prepared for submission to the C&E Committee, setting out progress, impact and future priorities in line with IWFM's EDI strategy. The C&E Committee will include the Subcommittee's report in its annual assurance report to the Board.

6.4 The Chair of the Subcommittee shall draw to the attention of the C&E Committee any issues requiring disclosure to the full Board or requiring Executive action.

6.5 The minutes of the Committee meetings shall be made available to the C & E Committee.

7. Review

The Terms of Reference will be reviewed annually to ensure ongoing relevance and alignment with IWFM's governance framework. The Subcommittee's effectiveness and composition will be reviewed annually by the C&E Committee as part of its governance assurance cycle.