

D&I Focus Group Terms of Reference

1. Purpose

To meet virtually via MS Teams to discuss in a moderated group the considerations associated with the development of a coherent diversity and inclusion (D&I) policy for IWFM, including IWFM's draft statement on diversity and inclusion in relation to its members. The intention being that this group will feedback on member and professional expectations on the proposals, their underpinning actions and any recommendations and ad hoc queries that may arise. The proposals and feedback will then be consolidated, shared with stakeholders such as the IWFM Executive, Board and the IWFM Members' Council, before being shared with the wider member population and profession.

2. Vision

To advance the work of IWFM in D&I and support its vision to become the professional, inclusive body of choice for the Workplace and FM industry.

3. Focus group composition

- IWFM Members and various stakeholders from the workplace and facilities management profession.
- An invitation to join the focus group will be through an open call for expressions of interest. The open call will be shared with Members and wider stakeholders through a variety of channels and platforms.
- Those workplace and facilities professionals who hold a role currently in the shaping of diversity and inclusion policies of their organisations or who have relevant experience/skills relating to D&I policy and implementation and people with protected characteristics are especially encouraged to step forward and share their insights.
- A selection of 10-12 people will be taken forward to join the focus group, based on the criteria outlined above.
- A facilitator will be at the session to record and ask further questions on the day – this person will not be included in the 10-12 invitees.

4. Groups Aims and Objectives

- To support and promote the IWFM and its role in advancing Workplace and FM, and to bring the opportunity to deliver excellence and value to members and industry professionals.
- To keep abreast of industry and government policy/initiatives related to D&I which may impact IWFM members, the sector or society as a whole.
- To provide a voice and expert knowledge on D&I to drive policy and change within the WFM profession.
- To provide feedback on IWFM policy, its implementation, including initially the Statement, Approach, Roadmap and any related queries, and ongoing trends/celebrations and whether it would be authentic for IWFM to engage with them.

- To consider the need to, on an ongoing basis:
 - share knowledge and develop and promote best practice to our members to continue to build and shape our approach to diversity and inclusion;
 - help provide assurances that as an industry and profession we take a zero-tolerance stance to barriers to our policy being implemented, supported by our membership; and
 - Keep track of ongoing trends that will influence IWFM D&I priorities for the future

5. Group Activities & Outputs

- To explore the role of diversity and inclusion and its impact on Workplace, FM and society as a whole.
- To provide feedback on materials produced.
- To support IWFM objectives to increase the D&I profile of the membership and the profession.
- To collaborate as required with appropriate agreed stakeholders.
- To raise awareness from a strategic and operational perspective across the profession and its industry and relevant sectors.
- To support the development, application, and implementation of relevant Workplace & FM requirements in the collection and holding of D&I data with a view to benchmarking and tracking our development in equality in the profession.

6. Reporting

The working group will operate in accordance with the governance of IWFM and will comply with its policies and the [code of professional conduct](#) of the Institute. The focus group is held under the auspicious of the Head of Policy.

7. Confidentiality and Obligations

The focus group must not share any of the work, related detail, or outputs with any third party without express permission of the IWFM Policy or Governance Teams. All personal information that the participants of the focus group share will be collected, processed, and held in accordance with the provisions of the UK General Data Protection Regulation [UK GDPR].

IWFM and the focus group are bound by current data protection regulations and principles. For information on the appropriate use of data, or the sharing of information, contact IWFM for authorisation prior to any sharing on governance@iwfm.org.uk

The members of the focus group are to give their consent under the UK GDPR to share their own personal data between focus group members and the IWFM head office, and the IWFM members if, and when, sharing specific outputs.

The IP of any work or outputs from the group belongs to IWFM and will be shared with its members as the IWFM sees fit.

Contact us

Any queries about the contents of the paper please contact:

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