



Remit and role of the Advisory Council

Membership: The Advisory Council (AC) is made up of CEOs or equivalent (C-suite representatives) of the member firms of the Diversity Project (DP). Members can send substitutes, but these should be of appropriate seniority.

Goals: The AC is committed to ensuring the success of the DP by the provision of support, access, advice, strategic input, and commitment by all its members to the Steering Committee (SC) and workstreams as appropriate. The AC is also responsible for ensuring that the outputs of the DP and its workstreams is acted upon within their organisations, as appropriate.

- Provide high level oversight, support and strategic input
- Define success metrics for the DP
- Consider resourcing aligned to our initiatives
- Promote diversity and inclusion and act as representatives for the DP internally within their organisations and externally via the press, social media, etc.
- Ensure that their firms are appropriately represented on the SC and workstreams
- Ensure that the work of the DP is shared within their organisations and acted upon
- Lead by example – acting as an inclusive leader
- Ensure that their firm participates in the DP's Goals & Progress Online Tool
- Consider making progress towards the DP's 5-year goals on gender, ethnicity and social mobility
- Some AC members may choose to act as an Executive Sponsor for a workstream. This involves regular meetings with the workstream, providing a sounding board, but also acting as an advocate for the work of the workstream both internally within the DP and externally

Meetings and time commitment: Meetings are held every quarter and last 1.5 hours. In addition, members should allow time for liaison within their own firms around the initiatives discussed. Members should commit to attending three out of every four meetings.

Remit and role of the Steering Committee

Membership: The SC is made up of one or two representatives from each of the member firms of the DP and the heads of the workstreams. SC members should be sufficiently senior to be able to represent their firms and to be able to influence their organisations' inclusion and diversity strategies. Members can send alternates, but ideally there should be continuity of those attending the meetings. SC members are typically the key point person

between the DP and their organisation, playing an important role in two-way communication, disseminating DP information to their organisation and implementation.

Goals: The SC is committed to ensuring the success of the DP and its workstreams by the provision of leadership, support, access, advice, challenge, strategic input, and commitment by all of its members. It is also a great arena for peer benchmarking and asking member questions. Another important role is to ensure that the output of the DP is shared internally within their organisations and actions taken as appropriate.

- Provide oversight and support of workstream activities
- Develop the overall strategy for the DP, building on the work of the individual workstreams and taking input from the AC
- Provide regular reporting to the AC on overall activity and progress
- Individual members liaise with key stakeholders within their organisations to determine firm-level priorities and to consider working towards the DP's five-year goals
- Acting as a point person for the DP in terms of:
 - Reviewing workstream membership
 - Ensuring that all the recommendations, initiatives, events and materials are shared internally with HR teams, line managers and other leaders and implemented where appropriate
 - Sourcing case studies, role models and best practice examples for sharing with the DP
 - Reading all communications from the DP and taking appropriate action, including: participating in initiatives, completing surveys and sharing event information with relevant colleagues
 - Ensure that your organisation participates in external DP campaigns, and engages with us on press opportunities, social media or otherwise where appropriate
 - Providing feedback to the DP on what is working and what could be improved
- Individual members to act as representatives for the DP both internally within their own organisation and externally to the rest of the industry and beyond

Meetings and attendance: Meetings are held every two months and last 1.5 hours. In addition, members should allow time for internal discussions within their firms and for leading/participating (ideally) in one or more of the workstreams. Attendees should commit to attending five out of every six SC meetings. In addition to hearing from the workstreams, the SC meetings are also an opportunity for members to raise issues that they are working on to seek input from others, providing great peer to peer discussions. All members are encouraged to share their own experience of the issues being discussed.

Remit and role of the Workstreams

Membership: Each workstream is led by 1-3 members of the SC and is made up of employees of member and partner firms and other volunteers, including ambassadors who are passionate about a specific dimension of DEI and DEI in general. Each workstream is free to co-opt people onto (or off) the workstream.

Goals: Each workstream is focused on a different dimension of diversity and/or inclusion and develops its own strategy, which is consistent and aligned with the overall goals and themes of the DP. This is typically a mix of awareness raising, development of best practice guides and case studies and new initiatives that will help to address the issues identified as barriers to progress. The workstreams are self-managing teams.

- Develop (and then implement) strategy for their area of focus bearing in mind the overall strategy, themes and mission of the DP. Use SMART objectives and ensure that actions are impactful and will effect change within the industry. We need to focus on meaningful action that makes an impact
- Ensure that the workstream has the right people to implement the strategy
- Ensure that initiatives, events, programmes and overall activities take into account the work done by other workstreams and/or the SC to ensure that there is limited duplication of effort, to build on expertise, maximise impact and sharing of best practices
- Provide updates to the SC at the bi-monthly meetings
- Update the DP administrative team on membership changes
- Pull together best practice case studies and recommendations for its area of focus from across member firms and beyond
- Act as representatives for the DP both externally (via press, or engage via social media) and within member firms

Meetings and attendance: Each workstream has different meeting schedules but they typically convene every 1-2 months, usually virtually, to discuss progress. Workstream members are expected to attend and participate in these meetings.

Meetings of the Workstream Leads are held quarterly to discuss areas of possible cross-workstream collaboration (intersectionality), raise issues of concern, hear back from any AC or SC meetings and to share progress reports and any barriers to achievement of goals. Workstream leads should ensure that their workstreams are represented at those meetings if they are not available to attend.