



## The Association of Coloproctology of Great Britain and Ireland

Royal College of Surgeons of England  
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# TERMS OF REFERENCE FOR THE EQUALITY DIVERSITY AND INCLUSIVITY STEERING GROUP AND COMMITTEE

## Background

Equality Diversity and Inclusivity (EDI) has been a big part of the thinking of surgical societies in the last year after the Black Lives Matter movement and has been spurred on by the Royal College of Surgeons of England's report into Diversity by Baroness Helena Kennedy published March 2021.

In Summer 2020, the ACPGBI initiated an EDI task force which had the target of creating an elected EDI committee, and also establishing its strategy.

The EDI Task Force went about this by first sending out a survey, establishing that there was a difference on a number of characteristics between the membership and the Councils and Committees. They then, with the help of the regional Chapter reps, created a series of Zoom EDI workshops at which the diversity challenges of colorectal surgeons, nurses, SAS doctors and trainees were explored, whether the attendees were ACPGBI members or not. These meetings brought out a number of issues, some of which were related to the wider field of working in the NHS or working in surgery in general. The meetings were analysed to bring out the themes.

Two nominees were requested from each Chapter to make a larger EDI group, which will be known as the Steering Group. The principal activities of the Steering Group will be to carry out elements of the strategy evolved from the workshops – the group will be divided into six teams. Each team will address a different element of the strategy. Some of these will be outward looking, and involve

collaboration with other Surgical Societies such as the ASGBI; others will be focused for example on SAS doctors.

## Election to the EDI Steering Group

Initially the Steering Group will be made up from 2 nominees from each Chapter. In the event that there are more than 2 nominees a ballot of Chapter members will be required. All must be members of the ACPGBI and in **good standing within their organisations**, and we welcome applications from all backgrounds and levels of seniority within colorectal surgery. We specifically are looking for people who would not normally put themselves forward for an ACPGBI committee or who are under-represented on such committees; trainees, SAS doctors, medical students, nursing colleagues as well as consultants . We are looking for a wide, diverse range of people who may not feel themselves to be represented at present or have a voice within ACPGBI or colorectal surgery as a whole.

## Committee

The EDI Steering Group will be managed by the 6 heads of the working groups, with an additional Chair and Secretary. **Voting for these posts will be from within the Steering Group. In the event of more than 2 applications for each post voting will be by the single transferable vote in line with ACPGBI practice.** In addition there will be a Duke's Club member and a Patient Representative.

Chair – will sit on ACPGBI Council [?exec – for discussion]

Secretary

5-6 working groups:

**These will be to address specific elements of the strategy which is being established with a qualitative piece of work in the focus groups. They are likely to comprise (this is not final):**

1. ACPGBI EDI Team – address and improve inequity in the Committees, PiW applications and at ACPGBI functions and courses
2. Collaborative EDI team – working with ASGBI, ALSGBI, AUGIS, and potentially the four Colleges of Surgery, and RSM Coloproctology Chapter to address wide areas of inequity in

surgical practice. It is suggested that **one person from this group is a member of the External Affairs committee.**

3. Education – to address issues within training and liaise with Deanery/JCST/Royal Colleges re exam inequity. Duke's member to sit on this team.
4. – 6. Other working groups to address:
  - SAS doctors /IMG
  - Parents, flexible training, LGBTQ+
  - Religious and ethnic diversity and other themes arising in the focus groups.

They will be supported by *ex officio* members of the ACPGBI Task Force who will not have voting rights on EDI Steering Group elections but will support the elected EDI Steering Group and Chair. This will be for a **period of 12 months until the first Chair demits and becomes the ex-officio member.** **The President or nominated deputy (Chair of External Affairs is suggested) should be the other *ex officio* member.**

The inaugural chair shall be elected by the elected members of the EDI Steering Group. Subsequent Chairs will be transition from the post of Secretary, who will similarly be voted by EDI members on an annual basis. The post of Secretary will be held for one year and elected from within the EDI Steering Group. The head of each working group will become the Committee member will be voted for by the working group members. Each working group will need a minimum of 5 members and members of the Steering Group will initially propose themselves for membership of the available working groups. Any unallocated members will be allocated by the Secretary and Chair. Each post will be allocated on a yearly basis, though individuals may remain in theory within one post for their whole 3 years if that is the agreement of the Steering Group as a whole. The final decision regarding allocation of members to working groups rests ultimately with the Chair. In the event of a tie in any election, the ultimate decision rests with the Chair following discussion with the President of ACPGBI.

In the first instance, the Steering Group members will be in place for 3 years unless they become Secretary or Chair in their last year. The demitting Chair will leave after the ex-officio year. Hence the maximum total time to serve is six years for a Secretary elected after 3 years on the Steering Group and three years for an ordinary member of the Steering Group. Exceptional circumstances may

be considered by the Chair whose decision is final. Members are able to nominate themselves for one further term of 3 years on the Steering Group. This will be made on a Chapter by Chapter basis and regional Chapter elections if more than 2 nominations are received per Chapter.

### **Interactions of EDI Steering Group**

- The Chair sits on ACPGBI Council
- The Dukes Club
- Patient Liaison Group
- Association of Coloproctology Nurses
- Other speciality associations as above

The ex-officio member of the EDI Task Force supporting the Committee will report to the Executive.

### **Long term plan**

An EDI Committee may be required long term however the Steering Group is not envisaged to be a permanent ACPGBI group. At present the membership and the leadership differ significantly in terms of certain characteristics (see ACPGBI surveys): it is proposed that when these differences have improved to within 5% of each other, the Steering Group be disbanded. These characteristics at present are: geographical spread of work, background including religion, place of birth and type of training; consultant status vs non consultant grade. A further membership survey will be sent out within the first 3 year term of the EDI Steering Group along with a separate Council/Committee survey to establish if any progress has been made.

### **Accountability**

The Chair of EDI Steering Group will submit a written report to Council. The Committee members of the EDI Steering Group will submit a report prior to every Council meeting to the Chair on progress within each of their working groups.

## Meetings of EDI Steering Group/Committee

Meetings of the whole EDI Steering Group will be held once a year remotely on Zoom and one face to face meeting will take place at the annual meeting of ACPGBI. ACPGBI members attending the annual meeting are responsible for their own expenses.

Working group meetings will be held by teleconference at a pace depending on their agenda but approximately once a month. The EDI Committee will meet via Zoom 6-10 times a year (up to every month, excepting the months with whole Steering Group meetings).

The agenda of the EDI Committee and Steering Group meetings will be coordinated by the Chair, and the Secretary will be responsible for minutes that should be submitted to ACPGBI Council. Each Committee member will report to the Secretary and the Chair with the progress within their working groups.

## Reimbursement of expenses

The ACPGBI will reimburse reasonable day travel expenses and second class rail fares for the Chair to attend Council meetings. Overnight accommodation and subsistence will be covered if required. All other meetings will be by Zoom and will not incur expenses other than maintaining the ACPGBI EDI Zoom account.

Any further activities requiring funding will require a discussion with the Honorary Treasurer and Executive of ACPGBI.

The EDI task Force

TC Chair

RA,CB, AH,DH,CMA,PS,SS

Agreed by ACPGBI Executive XXXX and Council on 2/7/21

Next review date - July 2022