



Chartered Trading  
Standards Institute  
**race and equalities**

# Guide

## How to start a regional group

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### **What is the Race and Equalities Working Group?**

The CTSI Race and Equalities Working Group is a newly formed arm of CTSI Council created with you in mind.

Delegated with the responsibility to oversee work on all equality and diversity matters.

### **Why should I set up a regional group?**

Although we have a responsibility to reflect and protect our local communities, our profession is failing to do this.

This is where you come in – by setting a regional group we are able to implement change from the ground up.

## Starting up your own group in five simple steps

**Step 1:** Take the leap! It may seem daunting at first but if this is something you are passionate about **DO IT!**

**Step 2:** Get into contact with the CTSI Race and Equalities Working Group to express your interest in starting a group.

**Step 3:** Find like-minded individuals in the same region as you. You'll need to connect people who have a similar vision and are willing to commit to it.

**Step 4:** Set up your group's governance i.e. terms of reference, aims, roles, meetings and BUDGET. This step should be completed in collaboration with the national group. Check the CTSI website for more details: [www.tradingstandards.uk/news-policy/race-and-equalities](http://www.tradingstandards.uk/news-policy/race-and-equalities)

**Step 5: GET STARTED!**

### Suggested key roles:

- Chair
- Vice chair
- Secretary
- Treasurer
- Member responsible for networking with local businesses
- Member responsible for liaising with members and local councils within their region
- Member responsible for diversity events and social media

## Local and national group relationship

Monthly meeting between national group and regional group Chairs.

The purpose is to:

- discuss work of the regional groups
- pass on important information
- update on the work of the national group
- provide support
- share ideas

## For further information please contact the Race and Equalities Working Group.

### Contact Details

Primary email  
[equalities@tsi.org.uk](mailto:equalities@tsi.org.uk)

Chair email  
[tendyl@tsi.org.uk](mailto:tendyl@tsi.org.uk)

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