EQUALITY AND DIVERSITY COMMITTEE

Interim Terms of Reference 2016-17

Role
On behalf of Council, to maintain oversight of and provide advice on matters relating to Equality, Diversity and Inclusion.

Objectives
1. Formulate and recommend appropriate policies and procedures for equality, diversity and inclusion in the University.
2. Establish appropriate structures through which equality, diversity and inclusion policies can be implemented.
3. Oversee the formulation of institutional action plans to ensure that policies are translated into clear programmes of action.
4. Monitor and evaluate equality, diversity and inclusion policies and activities, including the regular review of relevant data.
5. Establish working groups as required to explore, report on and implement work on specific aspects of equality and diversity issues.
6. Implement the setting up of sub-committees or working groups as required to progress Equality, diversity and Inclusion activity.
7. Consider and record the potential equality, diversity and inclusion impacts on decisions made by the Committee and the University (in accordance with the ‘due regard’ provisions of the Equality Act 2010).
8. Ensure Equality, diversity and Inclusion policies and procedures are effectively disseminated and promoted.
9. Ensure appropriate consultation and communication with all relevant groups in the University on issues of equality, diversity and inclusion.

Responsibilities
Committee members play a vital role in the oversight of the Universities Equality activities. Members are responsible for:

1. Sharing their views and expertise with the Committee to ensure informed recommendations are made;
2. Undertaking relevant actions;
3. Communicating and embedding equality, diversity and inclusion practices in their Colleges/areas;
4. Contributing to relevant task and finish/sub groups;
5. Maintaining up to date knowledge of equality and diversity issues;
6. Shaping organisational and cultural change.

Reports to
Council, as appropriate.
Constitution and Membership

a) a senior member of staff, who shall be designated by the President and Vice-Chancellor as Chair (Dr Kate Williams, Deputy Pro-Vice-Chancellor for Equality & Diversity)

b) a lay member of Council, nominated by Council (Dr Vijay Sharma)

c) all four College and Professional Services Equality and Diversity Chairs:  
Vacancy, College of Medicine, Biological Sciences and Psychology  
Professor Paul Cullis, College of Science and Engineering  
Dr Eugenia Caracciolo Di Torella and Dr Emma Parker (Deputy), College of Social Sciences, Arts and Humanities  
Ms Jo Aitkins, Professional Services

d) one member from each of the three recognised trade unions, to be nominated by the relevant union committee:  
Mrs Rashida Vora, UCU Representative  
Mr Will Pearson, UNISON Representative  
Mrs Sulina Hendy, UNITE Representative

e) the Wellbeing Officer, nominated by the Students’ Union (Miss Harriet Smailes)

Duration of Appointment

(a) and (c) are ex-officio. Members appointed under (b), (d) and (e) shall serve for up to three years and shall be retired for at least one year before being eligible for re-appointment.

In Attendance

a) The Equalities Adviser (Mrs Humaa Noori)  
b) The Equalities Project Officer (Mr Simon Edwards)  
c) Director of Human Resources or their nominated representatives (Ms Kate Bradley)  
d) The Academic Registrar or their nominated representatives (Ms Bev Ireland)  
e) Director of Student Experience Division or their nominated representatives (Ms Gill McIntyre)

Secretariat

Equalities Team, Human Resources

Frequency of Meetings

The Committee will normally meet 4 times in each academic year.

Quorum

The quorum for the core Committee is 4 members.