

DEPARTMENT OF LIFE SCIENCES
EQUALITY DIVERSITY AND INCLUSION COMMITTEE
TERMS OF REFERENCE

Name: Equality Diversity and Inclusion Committee (EDlc)

The Equality, Diversity and Inclusion Committee (EDlc) is committed to helping the Department to address its EDI challenges and development priorities, whilst adopting the principles of the College's EDI Strategy and the Transformed UK Athena Swan Charter. In essence, we will champion equality, by valuing and promoting diversity to create a departmental culture that is respectful and inclusive, thus benefitting from and nurturing the talents of all who work and study in the Department.

Purpose and Objectives

We acknowledge that structural inequalities and social injustices manifest as differential experiences and outcomes for everyone and that the Department needs to be responsive to the differing needs of individuals – students and staff. The promotion of EDI is a shared responsibility of all students and staff but will be co-ordinated by the EDlc in the Department. The role of the EDlc, which draws its diverse membership from staff and students across the Department, is to foster an inclusive culture by being an approachable and visible representative body for anyone working or studying in the Department. Through harnessing our expertise and experiences, the EDlc will adopt a robust and transparent process to identify problems and obstacles that hinder the status, voice and career opportunities of under-valued and at-risk groups. These will be mitigated through defining key priorities and actions, which will be monitored and evaluated to assess their progress and effectiveness. The EDlc covers both staff and students, and commits to the following objectives:

1. Identify our EDI priorities and review progress against national benchmarks and Departmental baselines
2. Propose the development and implementation of equal opportunities initiatives and activities for staff and students
3. Specify, receive and collect intersectional monitoring data (quantitative and qualitative) and compile into reports for dissemination
4. Review the success of policies, procedures and processes, identify where we are falling short of meeting our targets or best practice standards and recommend relevant actions
5. Foster cohesion and eliminate discrimination, by promoting collective understanding, involvement and interaction of a diverse range of staff and students
6. Engage with and receive updates on the activity of other Departmental and College committees to ensure relevant EDI matters are on their agendas
7. Report to Management Committee, to facilitate discussion, action and monitoring of our progress
8. Act as the Athena swan self-assessment team and lead on the application

Roles & Responsibilities

Committee members play an integral role in the committee as representatives/leaders of the department and decision-makers. Members are responsible for:

- Communicating their views and expertise with the EDIc to make informed decisions and recommendations
- Actively participating in the EDIc meetings and its subsequent working groups
- Overseeing and implementing relevant actions, such as collecting and collating quantitative and qualitative data
- Keeping up-to-date with equality and diversity issues
- Attending dissemination events, such as those offered by AdvanceHE, and feed backing to the EDIc

Membership:

Members can be invited onto the committee or interest can be expressed to the Chair by email correspondence. The EDIc will generally comprise of a:

- Chair of EDI Committee
- Executive Assistant to the Head of Department (Secretary)
- Academic Lead for Athena Swan
- Silwood Park Representative(s)
- Academic and Support Staff
- Research Fellows Representative(s)
- Postdoc Representative(s)
- PhD Representative(s)
- Tech Operations Staff Representative(s)
- Human Resources Representative(s)
- Student (Undergraduate and Postgraduate) Representative(s)

Meetings

- All meetings will be chaired.
- Meetings will be held at least one per term.
- Decisions will be made by consensus (i.e. member satisfaction). If not possible, the chair will make the final decision.
- Working groups can arrange separate meetings given constraints.
- The EDIc agendas and minutes will be compiled and distributed (via email and the website) by the Chair and the Secretary, one-week prior and no later than two-weeks after the meeting date.
- Standing items on the agenda include: Chair's report, Athena Swan update and reports from all representatives present at the meeting.
- Committee members can suggest additional items for each meeting via the Chair as necessary.

Resources & Budget

- Requests for financial support in arranging rooms/equipment/hospitality for meetings/activities.