

UNIVERSITY OF CHANGE FOR GOOD WESTMINSTER 卐

Women of Westminster (WOW) Staff Network

Terms of Reference 2019-20

Purpose, concerns and aims:

WOW is a women's network which lobbies for gender equity and promotes diversity and inclusivity. Its starting point is the recognition of conscious and unconscious biases that continue to affect the working conditions and career prospects of female colleagues, calling for increased awareness of the struggles of XXI century working women. Taking an intersectional approach to increase visibility for all 'minority groups', but focusing on institutional, gender specific issues which impact women, WOW draws from 'best practices' and is ultimately dedicated to improving inclusivity, transparency and equity for all.

WOW's specific areas of concern are:

- Gender inequality
- Under-representation at senior management level and in leading roles
- Lack of support, transparency and information in designation of roles and hours
- Opportunities for career progression

Through 'working groups' and 'plenary meetings', WOW provides a forum for discussion of these matters and policies effecting this range of issues, all of which impact the experience of female members of staff at the University of Westminster. It will also act as a lobbying group to effect change in accepted behaviours and in the implementation of University policy. As such it is anticipated that the group will reflect on both policies and practices, considering how best to convert personal lived experience into proposals for action. It will formally provide recommendations to University Committees and Senior Management as required. The WOW Staff Network reports back to the Corporate Social Responsibility Team (CSR), then in turn to the University Executive Board (UEB) and the Vice-Chancellor (VC), receiving administration support and a budget from CSR. Its main aims are to encourage:

- gender equality and equity in job opportunities; in treatment and delivery
- possibilities of job-share and senior management positions
- leadership roles even if in a fractional post
- rotation of leadership positions
- clarity in HR support
- use of an intersectional approach to effect change
- gender balance in all areas (both ways across different roles)
- provision of support facilities

Membership:

WOW Members include all women; cis-women, trans-women and non-binary people. Supporters and friends drawn from all other staff members of the University of Westminster are also essential to the Network's activities and possibilities for implementation. There is an expectation of engagement and team-work where possible, rather than a passive hierarchical approach. The Network may also identify other individuals and roles as required, who will be invited to attend in support of specific issues or projects. There is no restriction in numbers.

- Co-chairs, annual rotation [WOW]
- Working group members [WOW]
- Members [WOW]
- Supporters and friends [open to all]

Working methods:

- Plenary meetings will be termly organised by co-chairs and members
- The agenda will be generated by co-chairs in consultation with members
- Documents will be circulated in advance along with points for discussion
- Working groups will organically develop their own structure and working methods

Sharing of information and resources:

- A 'SharePoint' repository is used for key documents and information; the site will form a base for the groups' administration and communication. 'Visitors' [General Members, Supporters and Friends] need to be invited and do not have editing rights. Co-chairs and Working Group representatives are added as 'Members' via an IT request and have editing rights to all information.
- Admin support and blog-space are provided by the CSR Team.

Review:

The Network will be reviewed annually to ensure its Terms of Reference are still fit for purpose, and where necessary will be asked to make recommendations to and will receive recommendations from University Committees and Senior Management for improvements to practice and policy.