

EQUALITY, DIVERSITY AND INCLUSION COMMITTEE

Terms of reference 2024/25

Purpose of Committee

The purpose of the EDI Committee is to make recommendations to the University Executive Board with regard to the strategic direction, priorities and objectives for EDI at the University; to support university-wide engagement with EDI; and to help enable the development and delivery of EDI programmes of work and action plans.

Specifically, the EDI Committee will:

1. Make recommendations to UEB on the strategic direction, priorities and objectives for EDI at the University, recognising that EDI impacts upon everyone within the University.
2. Support the delivery and implementation of current EDI strategy, priorities and objectives, ensuring alignment with other relevant strategies.
3. Take the lead in the writing of new EDI Strategy for the University for 2025-2030.
4. Champion the University's commitment to EDI, celebrating that commitment and addressing obstacles to its implementation.
5. Review and investigate the appropriateness of EDI-related practices within the University.
6. Develop the annual EDI action plan, monitoring and reporting on progress against the plan.
7. Oversee the EDI Programme of Work sponsored by the Quintin Hogg Trust.
8. Commission and review data (qualitative and quantitative) and reports to monitor the University's performance against its EDI strategic objectives, KPIs and plans.
9. Make recommendations to UEB with regards to resources required to deliver the EDI objectives, priorities and action plans.
10. Support and monitor the University's compliance with the Public Sector Equality Duty and the Equality Act (2010). Review the colleague EDI annual report and biannual equal pay audit and agree submissions to UEB and onwards to the Court of Governors.
11. Respond to consultations on University strategies and policies as specified in the University's Strategy and Policy matrix and support the embedding of EDI in all University strategies and policies.
12. Review and recommend to the Court of Governors the University's EDI Policy.
13. Encourage and support EDI initiatives coming from all parts of the University.
14. Facilitate formal and informal structures for University-wide engagement on EDI matters.
15. Support and monitor EDI communications, support and engagement.
16. Evaluate the effectiveness of the EDI Committee.
17. Engage actively with external organisations to horizon scan and share best practice related to EDI.

Membership

Co-Chairs of Committee (2)

UEB member, nominated by the Vice-Chancellor.

A Co-Chair of one of colleague networks, nominated by the Co-Chairs of those networks.

Where possible, membership of the Committee will reflect the University's commitment to EDI.

Ex-officio members (17)

Co-Chairs, BME colleague network (or nominee/s)
Co-Chairs, Colleague Disability network (or nominee/s)
Co-Chairs, Faith, Belief and Spirituality network (or nominee/s)
Co-Chairs, Q+ colleague network (or nominee/s)
Co-Chairs, WoW colleague network (or nominee/s)
Director, Global Recruitment, Admissions, Marketing and Communications
Director, People, Culture and Wellbeing
Director, Student and Academic Services
Associate Director, Organisational Development
UWSU Chief Executive Officer (or nominee)
UWSU President (or nominee)
Chair of Research and Knowledge Exchange EDI Subcommittee

Nominated and elected members (4)

UCU and Unison EDI representatives, nominated by the Unions
Representative of EDI leads in Schools, nominated by the EDI Leads
Professional Services EDI lead*

Co-opted members (3)

EDI Officer
EDI Manager
EDI Accreditation Manager

Invitees

The Co-Chairs may invite other individuals to be in attendance for relevant agenda items, as required. The Vice-Chancellor and President has a standing invitation to all EDI Committee meetings.

Secretariat

Nominee of the Clerk to the Court of Governors and Head of University Governance

Quorum

A quorum of the EDI Committee will comprise a minimum of 40% of its members including at least one Co-Chair and excluding co-opted members.

Frequency of Meetings

The EDI Committee will meet at least three times a year. Meetings may be held physically, remotely via an online tool (e.g., Microsoft Teams) or through a blended approach. The work of the Committee may be conducted at additional meetings called by a Co-Chair, or outside of meetings by means of electronic communication (e.g., email) or officer action, subject to the approval of a Co-Chair.

*The Professional Services EDI leads will attend meetings on a rotating basis, with at least one lead present at each meeting. They will inform the Secretary of their attendance schedule at the start of the academic year.