

## **EQUALITY, DIVERSITY AND INCLUSION COMMITTEE TERMS OF REFERENCE**

### **Name**

Equality, Diversity and Inclusion Committee

### **Purpose**

The Equality, Diversity and Inclusion (EDI) Committee is the body tasked with the strategic management of the EDI Programme within the University of Greenwich. It will set the EDI agenda across the University, oversee implementation and monitor progress on regular basis. It will ensure that equality and diversity principles are fully embedded in the University going forward, so that the University can be held up as exemplar organisations in terms of its EDI achievements. The EDI Committee will report to the Provost Group.

### **Responsibilities**

The EDI Committee is responsible for supporting the University Governing Body and the Vice-Chancellor in fulfilling their EDI obligations under the equality legislation. It will act as the corporate, strategic, forward planning and decision-making forum that will have the responsibility to:

- Develop and agree a programme of equality and diversity work including policies, strategies and action plans.
- Review and monitor the implementation of the Strategic Plan for Equality, Diversity and Inclusion on an on-going basis and provide direction on any matter arising from the implementation of the plan as considered appropriate.
- Take all steps necessary to ensure that the University complies with the requirements of the Public Sector Equality Duty and the delivery of other EDI programmes like Athena Swan and Stonewall Workplace Equality Index.
- Encourage and support the development of innovative projects that promote equality and inclusion for all staff and students.
- Act as subject matter expert for Faculties and Departments in the University on EDI policies and practices.
- Consider the equality and diversity implications of all relevant reports received from different Faculties and Departments of the University.
- Have an oversight to ensure that EDI is mainstreamed and embedded across all areas of the University by staff who lead different strands

of the University's business. This could include EDI targets in the business plans and personal EDI objectives for staff as part of their appraisal process.

- Receive progress and review reports, including performance and data, on regular, agreed intervals. It is open to the EDI Committee to request any information it considers appropriate and to recommend actions as necessary.
- Consider any other relevant matters when requested to do so by the Vice-Chancellor and/or the Governing Body.
- Ensure all policies, strategies and decisions are effectively reviewed to consider and act upon the findings of an equality (impact) analysis process
- Consider the Annual Equalities Report outlining progress made in achieving our equality and diversity objectives and targets over the past year and refer it to the NSR Committee for final approval.
- Receive on an annual basis detailed information about the impact of our policies and services on employees and students. This will be included in reports such as the Workforce Report, Staff Survey Report etc.

## **Membership**

The membership of the EDI Committee must comprise senior managers who are in a position to take strategic decision on equality and diversity matters for the University and take steps to get them implemented. For this reason, the membership of the Committee will be made up of senior leaders. It will include:

Pro Vice-Chancellor (FLAS)(Co-Chair)  
Director of Human Resources (Co-Chair)  
Faculty Operating Officer (FoB)  
Director of Student Affairs  
Director of Strategic Planning  
University Director of Teaching and Learning  
DHoD Family Care and Mental Health  
President Student Union ( or Nominee)  
Advice & Representation Manager SU  
Chairs of Staff Networks (x3)  
Head Organisation and People Development  
HR EDI Officer  
Head of Facilities and Operations  
ILS representative  
Widening Access Consultant

Liz Laurence - HR Administrative Officer (**Secretary**)

## **Frequency of Meetings**

There will be 3 meetings held per year one a term (November, March and May) with a flexible summer meeting as required. The flexible summer meeting must have the quorate required number of members and a regular attendance. Additional meetings may be convened, when appropriate subject to the agreement of the Chair.

## **Quorum**

Quorum is six members to include the Chair. If less than six members are present, then any decisions shall be subject to the ratification of a quorate meeting.

## **Chair**

The EDI Committee will be co-chaired by a Pro Vice-Chancellor and the Director of Human Resources.

## **Attendance**

Regular attendance is required at the meeting by all members. On an occasion when a member is unable to attend the meeting, they should ensure a fully briefed deputy attends who can act on their behalf.

## **Accountability and Reporting**

The minutes of the EDI Committee meetings will be recorded and shared with the meeting of the Provost Group.

## **Administration**

Meeting dates for the year will be set and agreed. The agenda and related items will be circulated a week before the meeting. Minutes with actions will be taken at each meeting and circulated within two weeks of the date of the meeting.