



## Department of Paediatrics, Equality and Diversity Committee

### Terms of Reference

#### Purpose:

The Equality and Diversity Committee (EDC) will work as a group to drive forward the development and improvement of practical steps towards the advancement of equality. They will be responsible for critical reflection and strive to ensure that the principles of Athena SWAN and the Race Equality Charter are embedded throughout the culture of the Department of Paediatrics.

#### Terms of reference

1. To make recommendations to the Management Committee on all areas of equality work in respect of students and staff. In particular, the Group will:
  - Advise the Management Committee on appropriate equality objectives, and on any targets to be associated with those objectives.
  - Monitor progress in achieving the objectives.
  - Advise the Committee on targeted initiatives needed to address the representation of women or men.
  - Monitor the progress of such initiatives.
2. In relation to Athena SWAN, the Group will:
  - Oversee the progress of the department's submission for Athena SWAN awards.
  - Monitor progress in achieving actions including but not limited to: recruitment, retention and progression for students and staff, leadership and career development for all staff, and equality of attainment and experience for all students.
3. The EDC will be responsible for considering matters regarding:
  - upholding equality and diversity standards throughout the department
  - student and staff training and development
  - departmental processes and procedures relating to equality and diversity
  - implementation of the Athena SWAN action plan
  - data collection and analysis
  - staff survey analysis and distribution
  - prepare submission for Athena SWAN departmental award to the Equality Change Unit

#### Membership and reporting:

In appointing members, the HoD and EDC will ensure that there is an appropriate gender balance. Where possible membership should include representatives from the following groups of staff: Faculty member(s), postdocs, graduate students and support staff. The HoD and Head of Administration are considered *ex officio* members of the EDC. The standard term for appointment will be 3 years, subject to variation with the approval of the HoD and EDC.

The EDC will meet no less than 4 times per year and will report to the Departmental Management Committee via the Head of Department, the Head of Administration and Finance or the Chair of the EDC, if the Chair is a Faculty member.