

Department of Paediatrics Data Collection Working Group Terms of Reference

Purpose

The overall aim of the Data Collection Working Group is to support change and ongoing work on equalities within the Department of Paediatrics.

The Data Collection Working Group is one of four sub-committees of the Equality and Diversity Committee (E&D). Initially, three sub-committees were set-up in February 2020 to ensure that the key objectives of the E&D Committee are met and to address particular areas of focus for the Department. The Data Collection Working Group was established in Autumn 2022 to further these goals.

The Chair of the sub-committees are members of and report to the E&D Committee. The E&D Committee makes recommendations to the Management Committee.

Scope

The Data Collection Working Group's scope includes (but is not limited to):

- Establishing guidelines and methodologies for data collection – both within the department and externally - as part of the Department's Athena Swan Gold application
- Making historic data available to departmental committees to assist them with decision-making
- Monitoring key metrics for progress towards achieving the goals of the Athena Swan action plan
- Preparing data for submission of the Department's Athena Swan award application
- Regular reporting to the EDI/Senior Management team on staff data
- Overseeing appropriate analysis and annual publication/distribution of staff survey data

Meetings

The Working Group meets four times a year for a one-hour meeting. During this time, we discuss progress on data collection, present findings, and review methodologies.

Members

The Committee should have members from a range of groups in the Department, some members with a clinical background and some scientists, and members at different levels of their career. There should also be someone who is able to provide administrative support.

Current members:

Merryn Voysey (Chair)

Caitlin Beane

Katherine Corr

Sorcha Edmiston

Stephanie McClain

Shaka Obhiozele

Rebecca Slater

Marianne van der Vaart

Charlotte Walber