



Equality, Diversity and Inclusion Steering Group Terms of Reference

The Equality, Diversity and Inclusion Steering Group (EDISG) is the University-level group that has strategic oversight of equality, diversity and inclusion matters.

The EDISG reports to the University's Senior Executive Team (SET).

As an institution, we aspire towards the creation of a culture of strong ethics, collegiality and inclusion, in which our values are embedded in everything we do. We seek to engage with our community of staff, students, alumni, trade unions and other key stakeholders to work in partnership and take forward innovative initiatives that bring about enduring culture change. In doing so, we enhance opportunities for all members of our diverse community. We want to create positive, inclusive working and learning environments, in which every individual member of our community feels welcome, accepted and able to flourish to reach their full potential. The Equality, Diversity and Inclusion Steering Group (EDISG) is the University-level group that has strategic oversight of equality, diversity and inclusion matters.

Role of EDISG:

The EDISG will play a pivotal role in the realisation of our ambitions by:

1. Providing a strategic overview across all matters of equality, diversity and inclusion, and making recommendations to SET on how the University should act;
2. Monitoring the successful implementation of the University's People, Culture and Inclusion Enabling Plan and Equality, Diversity and Inclusion Key Performance Indicators;
3. Overseeing, steering and monitoring the progress of sub-committees including, but not limited to, Faculty-level and Professional Services Equality, Diversity and Inclusion Committees, the Gender Equality Self-Assessment Team, the Race Equality Action Group and the Stonewall Steering Group. Holding these sub committees accountable for delivery.
4. Considering recommendations from its subgroups to inform Queen Mary strategy, policy, processes and practice.
5. Overseeing institutional submissions to external bodies for charter mark recognition or awards in the area of equality and diversity, including overseeing implementation of those plans.
6. Ensuring that actions are achieved in a timely way, achievements are effectively publicised and learnings and innovations are shared and implemented.
7. Working in partnership with QMSU to ensure the University structures, regulations and support services effectively monitor and respond to equality, diversity and inclusion considerations in relation to our student body and staff-student interactions.
8. Ensuring that the University meets (and where appropriate exceeds) its legal requirements to:
 - i. Eliminate unfair discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010
 - ii. Advance equality of opportunity between people who share a relevant protected characteristic and people who do not share it
 - iii. Foster good relations between people who share a relevant protected characteristic and people who do not share it

Membership specification:

All members of the EDISG are expected to playing a proactive role in the success of the EDISG, in the following ways:

- Attend scheduled meetings of the Steering Group
- Proactively commit and subscribe to the stated aims and objectives of the Steering Group
- Make an active contribution to discussions and decision making
- Contribute expertise, whether a skill or knowledge, to aid decision making
- Be curious and inquisitive: Positively probe, and where appropriate, constructively challenge items presented at the EDISG to ensure that any decisions taken by the Steering Group are in the best interests of Queen Mary achieving it's 2030 strategy to be the most inclusive university
- Advocate for any decisions made by the Steering Group.
- Take a share in the workload of the Steering Group to ensure that objectives are achieved.
- Report back on progress in a timely manner.
- Act as champions to the groups they represent (e.g. trade union, SU, Faculty), to include:
 - Proactively communicating decisions and insights from the EDISG back to the group they represent
 - Ensuring any actions agreed at the Steering Group are embedded within the group they represent
 - Gather intelligence from the group they represent and feed this into recommendations presented back to the EDISG.

Meeting frequency and quoracy:

The EDISG meets 6 times per year and requires 10 members to be quorate.

Reporting Lines and communication:

- Reports to SET via the Chair. A report will be presented by the Chair to SET following each meeting of the EDISG.
- As appropriate, provides reports to Senate or Council.
- Information disseminated to faculties and Directorates by Steering Group members. To facilitate this, the summary paper prepared for SET after each meeting will be shared with the Group members to disseminate to their representing group.

Membership:

Member's Name	Job Title	Committee role
Philippa Lloyd	Vice-Principal, Policy & Strategic Partnerships	SET representative and Chair of EDISG
Alex Prestage	Associate Director of Culture & Inclusion	EDI Professional lead, Secretary
Faculty EDI Leads and Chairs of sub-committees		
Claudia Garretto	Professor of Mathematics	EDI Lead (S&E), Chair of S&E EDI Committee
Emilie Oleron Evans	Reader of Financial Law and Regulation	EDI Lead (HSS), Chair of HSS EDI Committee
Aylin Baysan	Professor of Cariology	EDI Lead (FMD), Chair of FMD EDI Committee
Alex Prestage	Associate Director of Culture & Inclusion	Chair of Gender Equality Action Group, and Co-Chair of PHASE and Race Equality Action Group

Simon Jarvis	Head of Student Wellbeing	Chair of Accessibility Working Group, Co-Chair of PHASE
Students' Union		
Students' Union Elected Officers		
Shakshi Gupta	SU, VP Liberation, International & Postgraduate	SU Elected representative
Ashpreet Tiwana	SU VP for Welfare	SU Elected representative
Ex Officio – Students' Union Officers		
Alvin Ramsamy	Deputy CEO	SU Staff representative
Ruth Truscot	Welfare & Liberation Co-Ordinator	SU Staff representative
Union Representative and Staff Network Co-Chairs (networks provided one place each)		
Sally McFayden	Unite, TU representative	
Natasha Blitvitz	Disabled Staff Network Co-Chairs	
TBC		
Michael Woolley	QMOut Co-Chairs	
TBC		
Bhagirathi Shah	Race Equality Network Co-Chairs	
TBC		
Elena Jarmoskaite	Gender Equality Network Co-Chairs	
Lucy Newman		
Hannah Bentley	Parents and Carers' Network Co-Chairs	
TBC		
Sheila Collins	Menopause Network Co-Chairs	
TBC		

In attendance	Job Title	Role
Louise Lester	Director, Human Resources	Professional HR adviser
Denis Lelin	EDI Officer (HSS)	Administrative Support
Darren Hunwick	EDI Manager	Lead for Representation and Belonging
Michael Janetta	EDI Manager	Lead for PCI Engagement
Jo Peres	EDI Manager	Lead for Behaviour and Culture Change
Petra Dodd	Head of Organisational and Professional Development	Professional OPD and HR adviser
Zi Parker	Head of PR and internal communications	Professional communications adviser