

School of Biological and Chemical Sciences Equality, Diversity, and Inclusion Committee Terms of Reference and Membership

Role:

The Equality, Diversity and Inclusion Committee (EDIC) at SBCS is responsible for developing strategy and implementation of School's equality, diversity, and inclusion objectives, monitoring the data related to equality, diversity and inclusion, promoting workplace inclusion to ensure that no one is left out because of their gender, age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, pregnancy and parenting, or other factors such as social background.

Responsibilities:

1. To advance equality of opportunity and adopt best practice for the benefit of all.
2. To foster good relations between people in the School and generate a sense of community for all.
3. To eliminate unfair discrimination, harassment, victimisation, and any other conduct that is prohibited by Law.
4. To promote equality, diversity, and inclusion.
5. To seek external accreditation of the equality, diversity, and inclusion plans; prepare applications and renewal documents; and regularly review progress on existing actions in those plans.
6. To coordinate/organise events and collect feedback from staff.
7. To maintain committee representation from all departments and professional services staff within the school and across cohorts (e.g. PhD, post-doc, academic, head of school, support staff).
8. To report to the Faculty of Science and Engineering EDI Committee to ensure cohesion with the broader university strategies.

Head of School, as a member of the committee, ensures the School's senior commitment to EDI issues and implementation of the Action Plan across the School.

Membership

SBCS EDIC consists of representatives from across different departments, grades, and types of roles within the School, who are divided into 9 working groups:

Working Group	Working Group Lead
Governance & Policies	EDIC Co-Chair
Academic Staff recruitment, development & progression	EDIC Co-Chair (Head of School)
Post-doctoral research assistant (PDRA) recruitment & career development	Director of PDRAs

Professional services staff recruitment, development, & progression	EDIC Professional Services Representative
Technical services staff recruitment, development, & progression	EDIC Technician Representative
Undergraduate student recruitment & career support	EDIC member with teaching experience
Postgraduate student recruitment & career development	EDIC member with relevant experience (e.g. Research Services Officer)
SBCS culture (diverse and inclusive working and studying environment)	EDIC member with relevant experience
Work-life balance	EDIC member with relevant experience

- To join the committee, we encourage applications to ensure there are no underrepresented groups. Alternatively, people may self-nominate or Head of School may choose to nominate people to join the committee.
- Normally members serve for 3 years, although some serve longer to ensure continuity of knowledge.
- Each member gets time allocation in Swarm (75 hours/year) for EDI work. The EDIC Chair is allocated 300 hours/year.

Meetings

- SBCS EDIC meets at least five times a year (twice in semesters A and B, and once in the summer). It will meet outside of this schedule if that is needed to fulfil equality, diversity, and inclusion ambitions.
- Standing agenda items are news and issues arising, reports from University/Faculty Athena Swan and EDI activities, reports from working group leads, and selected objectives of the Action Plan with updates on implementation.

Reporting Lines

EDIC Chair reports to and liaises with the Head of School, School's Senior Executive Team, and to the Faculty of Science and Engineering EDI Committee to ensure cohesion with the broader university strategies.