

SCHOOL OF MEDICINE

# Equality, Diversity & Inclusion Committee

TERMS OF REFERENCE

1. **Chair and Lead Officer is the** School of Medicine Director Equality, Diversity & Inclusion (EDI).
2. **Support Officer** TBC.
3. **Purpose.** To provide leadership of the School's EDI activity to achieve the School's EDI vision: *"The School of Medicine will be an outstanding place to work, study and collaborate. We will support our university's ambition to be a beacon of inclusivity by ensuring that: all colleagues feel supported and valued; the principles of equality, diversity, inclusion and opportunity are fully embedded in our operations; bias, bullying, discrimination and harassment are not tolerated"*.

**We will:**

- a. develop and submit an Athena SWAN action plan/application and subsequently implement, evaluate and monitor related activities;
- b. develop, implement, evaluate and monitor progress on other EDI action plans such as appropriate;
- c. follow up with responsible agents on progress and delivery of actions;
- d. identify barriers to progress which require extra support or elevating to Ops group and/or Institutional fora;
- e. analyse and interpret EDI data produced centrally and locally and action appropriate measures where issues are identified;
- f. oversee and support authorship of statutory and voluntary School EDI reporting;
- g. appraise the University's EDI committee and School Ops Group of the Schools' EDI progress and challenges via regular updates from the Chair;
- h. support the university's EDI strategy through collaboration and proactive engagement with initiatives.
- i. respond to external imperatives;
- j. form and lead short-term or ongoing working groups focusing on particular EDI initiatives. Working groups include:
  - i. "Athena SWAN Self-Assessment Team ("AS SAT") (author, coordinate and finalise the Athena SWAN award application (in consultation with EDIC and wider school and institution community);
  - ii. "Integration" (focussing on matters related to inclusion)
  - iii. "Listening to Language" (focussing on communication)

- iv. "Public Engagement" (focussing on public engagement and outreach) [consider whether this is stand-alone],
- v. "niCe" (focussing on nurture, inclusion, Community & events),
- vi. Review and Development" (focussing on support for staff and students)
- vii. other EDI action groups identified through the work of the Committee.

4. **Membership.** Membership is intended to be as inclusive and diverse as possible in terms of members with protected characteristic(s) and experience and would usually comprise individuals representing the following areas of expertise/roles, noting every individual has intersectional characteristics and experiences and individuals can fulfil multiple roles. \*Where membership is required by role (for example, Head of School, Head of Division), the role-holder may nominate a representative.

Director Equality, Diversity & Inclusion (Chair)\*  
Director of Postgraduate Studies (Research)\*  
Director of Research\*  
Director of Teaching\*  
Heads of Division\*  
Head of School\*  
Institution Charters Manager and/or EDI Manager  
Programme Leads\*  
Representative of Admissions team  
Representative(s) of academic staff at different career stages (grades) (e.g., early-career, mid-career, professorial), job families and subject areas within the school  
Representatives/champions of ED&I/minority staff/student group(s)  
Representative of Clinical staff  
Representative of Honorary staff and collaborative groups (e.g., General Clinical Mentors)  
Representative of Post-Doctoral research staff  
School Public Engagement lead\*  
Representative(s) of Professional Services staff at different career stages (grades) and in different job families  
Representative of Research Postgraduate students  
Representative of Taught Postgraduate students  
Representative(s) of staff trades unions  
School Disability Officer\*  
School Editorial Board Co-chair\*  
School HR business partner\*  
School Manager\*  
School Undergraduate representative(s)\* (Typically School President/course rep)

Plus:

Any other invited individual as agreed by the membership

Non-attendance/non-engagement with three consecutive meetings (without notification) will give rise to review of membership. Membership will be routinely reviewed annually.

Other members of the school/honorary staff and students may also be co-opted onto EDI working groups.

During EDIC meetings, members are expected to observe the “responsibilities” described in the Dignity and Respect at Work policy <https://www.st-andrews.ac.uk/policy/staff-employee-relations-dignity-and-respect/dignity-and-respect-at-work-policy.pdf>

5. **Responsibility of members.** Members are responsible for:
  - a. Supporting and championing the “Purpose” of the School’s EDI committee
  - b. Liaison with their work communities/peer groups/networks to enable dialogue across the school to and from the EDI committee. Where members sit on other school groups and committees, they are responsible for two-way communication of relevant information and update papers, where required.
6. **Quorum.** The meeting will be considered quorate with a minimum of 10 attendees including:
  - a. at least one member of academic & research staff
  - b. at least one member of professional services staff
  - c. at least one representative of each EDI working group and Athena SWAN self-assessment team

A deputy should be nominated to attend wherever possible if the member is unavailable.
7. **Frequency of meetings.** This group will meet every 6-8 weeks during semester time, more frequently at times such as in the 12-6 months prior to a charter award application, with additional meetings called as necessary. Schedule of routine meetings to be published annually, in advance. Business may also be conducted between meetings e.g., by email, face to face, subgroup meetings etc.
8. **Remit.** To support the School of Medicine and University of St Andrews in progressing the EDI agenda.
9. **Authority/Accountability.** This group has the authority to implement actions as agreed with the School Ops group.
10. **Reporting arrangement.** This group reports into the University of St Andrews EDI committee and the School of Medicine Ops Group via the Chair and minutes/notes of meetings as required. Information from and to EDI committee is disseminated across the School via the “School EDI Champions” (i.e., the members of the EDI committee) and via standing items on other school committee meeting agendas and in other fora, as required.

## University of St Andrews - School of Medicine Handbook

<b>Author:</b>	Dir EDI	<b>Approval Committee:</b>	EDI Com / Ops Gp
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### Version Control Record *(expand table as required)*

Date	Revision Description	Major Changes
29/06/2017	Published version	
01/10/2019	Major revision	New EDI committee formed. ToR revised.