



**Senate**

<b>Paper Title</b>	Equality and Diversity Steering Group – review of Terms of Reference and reporting structure
<b>Outcome requested</b>	Senate is asked to comment on the new Terms of Reference prior to final approval at QMSE
<b>Points for Senate members to note and further information</b>	<p>Senate is asked to note</p> <ul style="list-style-type: none"> <li>- Changes to membership of the Steering Group with clarification of reporting lines to Council (via QMSE) and Senate</li> <li>- Creation of Faculty and PS level Equality and Diversity Groups</li> <li>- The temporary removal of Institutional level Athena SWAN SAT (GESAT), monitoring of the action plan to be picked up by the Steering Group, GESAT to be reformed if required for next submission</li> <li>- In particular Senate is asked to note that the role of the Steering Group is not intended to diminish the requirement for all decision making bodies and committees to ensure consideration is given to equality and diversity matters, for example equality and diversity matters relating to academic promotions or academic regulations are, and remain, the business of Senate.</li> <li>- The Faculty level lead role is expected to Chair the Faculty meeting, the role descriptor for the Senior Academic lead is subject to review. Dr Jenny Chamarette has announced her intention to step down from this role and I would like to take this opportunity to thank her for her commitment and dedication in undertaking this position.</li> </ul>
<b>Questions for Senate to consider</b>	Senate is asked to comment on the potential effectiveness of proposed governance structures to ensure that equality, diversity and inclusiveness is embedded across all QMUL activities and decision-making.
<b>Regulatory/statutory reference points</b>	
<b>Strategy and risk</b>	
<b>Reporting/consideration route for the paper</b>	
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## **Equality and Diversity Steering Group**

### **Terms of Reference**

Queen Mary University of London's vision is to be an institution that "aims to recruit students and staff of the highest intrinsic talent and potential and to nurture their careers". As a university, we welcome the diversity of our staff and students, valuing difference as an important contribution to research, teaching and all our activities. The university's commitment to equality, diversity and inclusion is reflected in our core Values and we will continue to strive to create an inclusive work and study environment where everyone can be themselves and their contributions are valued and respected.

Queen Mary will ensure that all staff and students work and study in an environment free of unfair discrimination, harassment and victimisation, and have access to equal opportunities. QMUL will actively promote equality and diversity.

Our aim is to ensure that all our policies, practices, environment, curriculum and pedagogy are inclusive and that we embed equality and diversity considerations into all our activities and decision-making processes. All our committees and decision-making bodies have a responsibility to consider the impact of their proposed actions on equality and diversity.

#### **Role**

The Equality and Diversity Steering Group (EDSG) provides QMUL with a strategic overview on all equality and diversity matters and oversight of the implementation of equality and diversity objectives across the University.

The role of EDSG is to ensure that QMUL implements its equality objectives and core values, advances equality, achieves its targets, and meets its legal requirements to:

- Eliminate unfair discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010
- Advance equality of opportunity between people who share a relevant protected characteristic and people who do not share it
- Foster good relations between people who share a relevant protected characteristic and people who do not share it

#### **Responsibilities**

- To provide long-term and continuing support and strategic leadership for equality, diversity and inclusion challenges across QMUL.
- To oversee the development and implementation of policy and process to comply with equality and diversity legislation.
- To oversee the development, implementation and monitor progress of QMUL's Equality & Diversity Objectives, holding Faculties and Professional Services accountable for delivery of the plan in their respective areas.
- To work in partnership with QMSU to ensure the University structures, regulations and support services continue to monitor and respond to equality and diversity considerations in relation to our student body and staff /student interactions.
- To oversee institutional submissions to external bodies for charter mark recognition or awards in the area of equality and diversity, in particular Athena SWAN.
- To oversee implementation of institutional plans related to external awards or charter mark recognition.
- To receive reports from the Faculty and Professional Services Equality and Diversity Groups.
- To receive a report from the Equality and Diversity Forum.

- To seek to raise the level of awareness and engagement of staff and students in equalities matters and encourage their active participation in the principles of the Equality Act 2010 and its implementation

### **Membership**

Chair - QMSE Member (Chief Operating Officer)

### **Ex Officio Members**

Chairs of the 3 Faculty Equality and Diversity Groups

Chair of the Professional Services Equality and Diversity Group

Chair of the Equality and Diversity Forum

EDI Manager

EDI Coordinator (Secretary)

HR Director

Trade Union representative from each of the recognised Trade Unions – UCU, Unite, Unison (one member from each Union)

President QMSU

Athena SWAN Champion (Deputy Chair)

### **In Attendance**

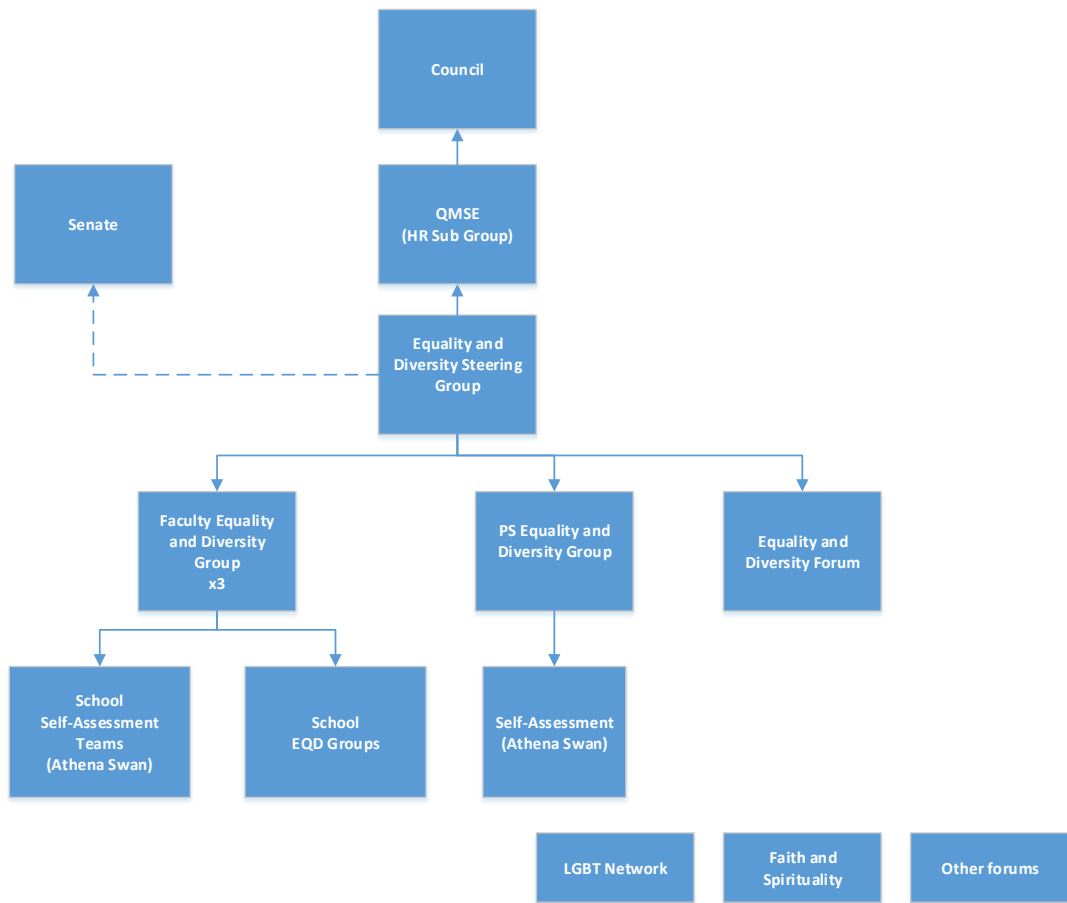
As invited

### **Meeting frequency and quoracy**

The EDSG meets 3 times per year and requires 40% quoracy (6 members).

### **Reporting Lines**

- Reports to QMSE (HR Sub Committee) via the Chair
- As appropriate provides reports to Senate or Council
- Information disseminated to faculties and Directorates by Steering Group members



## **Faculty or Professional Services Equality and Diversity Group – Terms of Reference**

### **Role**

The Faculty or Professional Services Equality and Diversity Group takes oversight of all equality and diversity matters across its constituent Schools, Institutes or Directorates.

### **Responsibilities**

- To provide support and leadership for equality, diversity and inclusion challenges across QMUL in line with policy and objectives as agreed by the QMUL Equality and Diversity Steering Group.
- To make recommendations to EDSG on how university strategy, policy, process and practice should promote equality and diversity
- To oversee the development and implementation at a local level, of policy and process to comply with equality and diversity legislation.
- To oversee the implementation and monitor progress of relevant aspects of QMUL's Equality & Diversity Objectives, holding Schools, Institutes or Directorates accountable for delivery of the plan in their respective areas.
- To oversee and sign off local submissions to external bodies for charter mark recognition or awards, in particular Athena SWAN, creating Self-Assessment Teams or working groups as required.
- To oversee implementation of local plans related to such awards or charter mark recognition.
- To seek to raise the level of awareness and engagement of staff and students in equalities matters and encourage their active participation in the principles of the Equality Act and its implementation

### **Membership**

- Faculty or PS Lead for Equality and Diversity (normally a Dean, Head of School or Institution or PS Director) - Chair
- Faculty Strategic HR Partner (AD HR organizational effectiveness for PS group)
- Local ED and HR lead – Secretary
- Minimum 4 representatives from School's or Professional Services Departments (identified via expression of interest)
- Appropriate student representation

### **In Attendance**

Chairs of Self-Assessment Teams or working groups as required

As invited

### **Meeting frequency**

The Faculty or Professional Services Equality and Diversity Group meets three times year or as required.

### **Reporting Lines**

Reports to the Equality & Diversity Steering Group via the Chair

## **Equality and Diversity Forum – Terms of Reference**

### **Role**

The Equality and Diversity Advisory Group provides a means of consultation and feedback on equality diversity and inclusion at Queen Mary.

### **Responsibilities**

- To act as a consultative and feedback body on equality, diversity and inclusion matters
- To make recommendations to EDSG on how university strategy, policy, process and practice should promote equality and diversity
- To act as a forum of discussion, sharing good practice and experience on equality and diversity matters

### **Membership**

- Senior Academic Equality Lead for Equality and Diversity - Chair
- Diversity & Inclusion Manager
- Diversity & Inclusion Coordinator
- Representatives from all Schools, Institutes and Professional Services Directorates
- Chairs of approved network groups or other relevant special interest groups

### **In Attendance**

As invited

### **Meeting frequency**

The Equality Advisory Group meets three times year.

### **Reporting Lines**

Reports to the Equality & Diversity Steering Group via the Senior Academic Equality Lead