Equality, Diversity and Inclusion Committee (EDIC): Membership and Terms of Reference

Membership

The Equality, Diversity and Inclusion Committee (EDIC) will be composed of no more than 12 members to include:

Ex Officio

A member of the Board of Directors (Chair)

The Chief Marketing Officer or their nominee (ex officio)

The Director of Teaching and Learning, or their nominated representative (ex officio)

The Registrar (ex officio)

The Admissions Manager (ex officio)

Widening Participation/School's Engagement Manager (ex officio)

Head of Student Support (ex officio)

A student representative from each cohort (elected)

2 staff representatives (elected)

Co-opted

1 member co-opted by the committee on the basis of their expertise or perspective.

Secretary: The Registrar shall appoint a secretary to the Committee.

Quorum: Five Members of whom at least one shall be an elected member.

Frequency: The Committee shall normally meet at least termly.

Voting and Recommendations

It is expected that decisions of the Committee will be reached by consensus and after due debate. However, if a vote is required, then decisions shall be made on the basis of a majority of those attending and voting at a quorate meeting, In the event of an equality of votes being cast, the Chair of the meeting shall have a second or casting vote. A record of voting shall be minuted.

Terms of Reference

The Equality, Diversity and Inclusion Committee shall be responsible for:
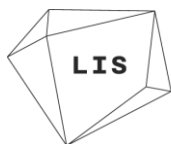
Equality, Diversity and Inclusion

1.   Developing and monitoring the School's Equality, Diversity and Inclusion strategy;

2. Formulating and reviewing the annual equality, diversity and inclusion action plan and its implementation;
3. Reviewing the School's performance against the delivery of its equality objectives through student and staff data and feedback, and recommending changes where improvements are required;
4. Ensuring that the School's policies, procedures and mechanisms support its equality objectives;
5. Reviewing and evolving the School's policies and procedures in the light of emerging equality legislation and best practice, making recommendations for changes for authorisation by the Board;
6. Receiving and considering reports on equality monitoring statistics in respect of the staff and student community, and making reports to the Academic Council and the Board;
7. Signing off Equality Impact Assessments for major initiatives;
8. Receiving and considering termly reports on applicant and student recruitment, admission, retention, progression and achievement data with regard to protected characteristics, and reporting termly on these to the Academic Council;
9. Designing and delivering training and campaigns for awareness relating to equality, diversity and inclusion;
10. Providing advice, support and guidance to managers, staff and students on diversity and equality issues;
11. Monitoring the messages and images the School projects on its website and in other areas to ensure that they are inclusive;
12. Ensuring the School's Equality, Diversity and Inclusion Policy is effectively disseminated and promoted, and overseeing its implementation;
13. Providing an Equality Report annually to the Board of Directors and Academic Council;
14. Considering staff and student feedback on the School's Equality, Diversity and Inclusion Policy, Disability Policy and the Dignity at Work and Study Policy and Procedure, as well as feedback on any other equality, diversity and inclusion issues and recommending changes as appropriate to the Board of Directors.
15. To monitor the effectiveness of student support mechanisms and the Student Support Framework.

Access and Participation Plan (APP)

16. Drafting the School's Access and Participation Plan in collaboration with staff, students and stakeholders, for sign-off by the Academic Council and Board of Directors;
17. Monitoring of the School's progress against its Access and Participation Plan, including delivery against targets and implementation of strategic measures, and reporting to the Academic Council on a termly basis on compliance with the provisions of the Plan and progress towards the Plan's targets.
18. Determining whether there are further gaps in access and participation to be addressed, for example intersectional gaps, and developing plans to address these.
19. Evaluating the effectiveness of the implementation of School's Access and Participation Plan, considering the effectiveness of the strategic measures and programmes evaluated, capturing learnings and recommending departmental and cross-departmental actions to improve performance, for agreement by the Academic Council;
20. Sharing the APP evaluation outcomes and recommended actions with the Academic Council and Board of Directors, as well as with staff and students via the School intranet and internet;
21. Drafting the School's annual Access and Participation Impact Report for sign-off by the Academic Council and Board of Directors.

Version Control

Name of policy/procedure:	Equality, Diversity and Inclusion Committee (EDIC): Membership and Terms of Reference
Document owner:	A. Redford, Head of Quality
Date Originally Created:	06/2019
Related documents: (eg associated forms, underpinning processes, related policies or overarching policies)	Academic Council: Membership and Terms of Reference Equality, Diversity and Inclusion Strategy Equality, Diversity and Inclusion Policy Access and Participation Plan Disability Policy Dignity at Work and Study Policy and Procedure

Version Control				
Version	Author	Date & Approval	Brief summary of changes	Effective
1	Hannah Kohler (Director of Admissions and Student Support)	01/06/2019	Original draft	
2	Prof. Chris Maguire (Registrar)	02/02/2019	Clarification of membership and terms of reference	
3	Academic Council	Academic Council: 16/03/2020	Approved	
4	Dr Andrew Redford, approved via Chair's action of Academic Council	08/2021	Minor changes of job titles and membership	
5	Equality, Diversity and Inclusion Committee	EDIC: 20/10/2021	Minor changes of membership	2021-2022
6	A Redford, Head of Quality	Academic Council: 13/09/2022	Minor changes to role titles. Inclusion of monitoring student support and Student Support Framework in terms of reference	2022-2023 onwards
7	A Redford, Head of Quality	Academic Council, 14/09/2023	Change in Chair of committee	2023-2024 onwards