

## Equality, Diversity & Inclusion (E,D&I) Forum

### Terms of Reference

#### Statement of Purpose

- To embed E,D&I matters and values across the School of the Physical Sciences.

#### Key Responsibilities

- To raise awareness of E,D&I matters across the School
- To promote the benefits of E,D&I
- To provide mutual guidance, sharing of good practice and support to departments within the School on E,D&I matters

#### Key Functions

- To agree a School Forum action plan which will be reviewed annually, make recommendations and report to the Council of the School
- To provide a forum for discussion of key E,D&I matters and their implementation within the School and its departments
- To provide mutual guidance and support to departments within the School on E,D&I matters
- To provide proactive feedback through the members of the Forum to departments on key discussions held at the Forum
- To maintain a close working relationship with the central University E,D&I Team and School HR Team
- To build and maintain effective working relationships with departmental, School and other University E,D&I networks as appropriate

### Membership

- Head of School
- School Office representative
- School Equality & Diversity Consultant
- HR Business Manager
- Departmental E&D Representatives from:
  - Astronomy
  - DAMTP
  - DPMMS
  - Chemistry
  - Earth Sciences
  - Geography
  - Materials Science and Metallurgy
  - Physics
  - Isaac Newton Institute

- School and University ED&I Champions will receive papers and have the right to attend meetings

### **Method of Working**

- Meetings to be held termly
- Chair to be appointed for duration of two academic years
- Deputy Chair to be appointed for a duration of two academic years
- Departmental representatives to send another member of their department if unable to attend

### **Accountability**

- Reports to Council of the School
- The Forum will make recommendations to Council of the School on ED&I including matters as may be delegated by the Council of the School
- The minutes will go to Council of the School
- The Forum Chair will attend Council of the School as appropriate and / or on request

### **Other**

Last updated: 26 February 2019