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:
  o Astronomy
  o DAMTP
  o DPMMS
  o Chemistry
  o Earth Sciences
  o Geography
  o Materials Science and Metallurgy
  o Physics
  o 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