

Chemistry and Chemical Engineering Equality Diversity and Inclusion Committee

Terms of Reference

Governance reporting line:.....Chemistry and Chemical Engineering full board

**Document owner:.....Chair of Chemistry and Chemical Engineering
Equality Diversity and Inclusion Committee**

1. Origin

- Institutional equality diversity and inclusion strategic oversight is provided by institutional EDI committee. School level EDI committees exist to provide oversight of school level EDI initiatives in alignment with the institutional strategic plan. School level committees feed in to an align with faculty level EDI initiatives and committee.

2. The Purpose

- To identify and drive changes in practice and culture in the school to create an equitable, inclusive and diverse environment for staff and students.
- To support the school in fostering an inclusive environment for all.
- To oversee implementation of the school EDI action plan, which will be in line with institutional EDI strategic aims.
- Oversight of school level Athena Swan Award maintenance and progress.

3. Responsibilities and activity

- Drive the implementation of EDI activities including Athena Swan
- Implementation of EDI and Athena Swan Action Plan
- Analysis of data and other qualitative and quantitative information to identify key findings to feed into the EDI and Athena Swan action plan.
- Develop practical solutions to address issues of underrepresented groups.

- Represent and consider the views of all staff and students.
- Raise awareness of equality diversity and inclusion within the School of Chemistry and Chemical Engineering.
- Advise school senior management on how to promote an inclusive culture.
- Engage with EDI Partner from the central EDI team.
- Work with the EDI Partner to ensure that EDI actions align with institutional EDI strategic plan.
- To disseminate information as appropriate from the institutional EDI team and faculty EDI committee to the school.
- Chair or representation from the committee to engage with faculty EDI group and Associate Dean for EDI.
- Link with the faculty Widening Participation and Social Mobility team to ensure alignment with Access and Participation Plan.

4. Reporting arrangements

- Chair of the EDI committee to report to School of Chemistry and Chemical Engineering full board.
- EDI committee to report to faculty EDI committee and Associate Dean for EDI as required.
- To provide updates as appropriate to feed into the institutional EDI annual report.

5. Frequency of meetings

- The committee will meet once every 2 months (hybrid meetings). The schedule will be reviewed every 6 months ahead of any submission deadline.

6. Resources

- Minutes will be recorded. Minutes will be taken for all meetings and circulated and agreed as accurate by email or at the following meeting.
- Minutes will be circulated to all committee members and ex-officio members.
- Budget is £2000 per year

7. Constitution

- The committee should comprise of at least one of the following representatives (some members carry more than one role).

1. Chair
2. Senior Management Group Representative
3. Head of School
4. University EDI Partner
5. HRBP
6. Research staff representative
7. Teaching staff representative
8. Technical staff representative
9. Experimental Officer representative
10. Administration staff representative
11. Chemistry and Chemical Engineering Concordat champion
12. ECR representative
13. PGR representative

The committee should represent the diversity of the school with minimum of 30% women.

8. Member responsibilities

- Members must maintain the confidentiality of sensitive information.

- Members are expected to actively contribute in some way to the committee.
- Members are encouraged to attend events organised by the committee.

9. Duration of membership

- Term of membership should be no longer than 3 years with no more than two consecutive terms in the same role.

10. Proposed committee for 2025-26

- Administrator (Dawn Dunlop)
- Chair (Julie Herniman)
- Senior Management Group Representative (Paul Duckmanton)
- Head of School (Andrew Hector)
- EDI Partner (Libby Barton)
- HRBP (Caroline Norris)
- Research staff representative (TBC)
- Teaching staff representative (TBC)
- Technical staff representative (Kat Swindells-Riley)
- Experimental Officer representative (Julie Herniman)
- Administration staff representative (Ros Mizen)
- Chemistry and Chemical Engineering Concordat champion (Nuria Garcia-Araez)
- ECR representative (Philip Leadbitter)
- PGR representative (TBC)

Ex-Officio

- Marketing officer (Michelle Jameson)
- Gill Reid (RSC past president)
- Sally Dady (School Wellbeing Champion)
- PGR admissions tutor (Matt Baud)
- Taught program admissions tutors (Sam Thompson for Chemistry, Nuno Bimbo for Chemical Engineering)

- UG representative reports via Paul Duckmanton through the SSLC.

11. Terms of Reference review

Date of last review: 26/11/2024

Date of next review: 25/11/2025