

Equality and Diversity Forum

Terms of Reference

Purpose

To act as a forum for the engagement of staff and students in issues relating to equality and diversity.

Terms of Reference

- To report to University officers/senior leaders the progress and/or concerns from the staff network groups, Students Union and Trade Unions;
- To work with the equality and diversity networks in identifying strategic and operational issues in relation to Equality and Diversity matters;
- To share good practice between staff network groups and University officers;
- To act as a point of consultation on the development of policies, procedures and practices relating to equality and diversity (including progress of accreditations and awards (e.g. Athena SWAN, Race Equality Charter, Stonewall, Time to Change);
- To receive information from the Equality and Diversity Unit that can help to identify and develop areas of good practice or make recommendations relating to E&D issues as appropriate;
- To promote greater awareness of equality and diversity policies to ensure continuous improvement in University performance.

Reporting Lines

The Chair of the Equality and Diversity Forum will report on the activities of the Equality and Diversity Forum, through the HR Sub-Committee of the Planning and Resources Committee.

Frequency and Administration of Meetings

- The Equality and Diversity Forum will meet biannually.
- All administrative arrangements will be undertaken by the Equality and Diversity Unit.
- A one page report of activities to be provided by each staff network, UMSU and Trade Unions at least one week prior to meetings in order that they can be pre-circulated with the agenda.
- The production of an annual staff network group report will be submitted to HR sub-committee at its annual E&D APR meeting.

Forum Membership

- Associate Vice-President Social Responsibility (**Chair**)
- Deputy President and Deputy Vice-Chancellor
- Registrar, Secretary and Chief Operating Officer
- Director of Human Resources
- Director of Estates and Facilities or their nominated representative
- Head of Equality & Diversity
- Academic lead for Equality and Diversity
- Chair/Co-Chair of staff networks (Disabled, BME, LGBT and Chaplaincy)
- UMSU Diversity Officer and Women's Officer
- Recognised Trade Unions equality representative
- Director of Student Life
- Chairs of Faculty/PSS, Library and Cultural Institutions Equality and Diversity Committees or their nominated representative