**Staff Equality, Diversity and Inclusion Board**

**Terms of Reference**

**Name**

Staff Equality, Diversity and Inclusion Board

**Purpose**

The Equality, Diversity and Inclusion Staff (EDI) Board is the body tasked with the strategic management of the Staff EDI Programme within St Mary’s University. It will set the Staff EDI agenda across the University, oversee implementation and monitor progress on a regular basis. It will also provide oversight of Charters Programmes, currently including the Advance HE Athena Swan and the Race Equality Charters and the Disability Confident scheme. It will ensure that equality and diversity principles are fully embedded in the University going forward, so that the University can be held as an exemplar organisation in terms of its EDI achievements. The EDI Staff Board will report to the University Executive Committee.

**Responsibilities**

The EDI Staff Board is responsible for supporting the Vice Chancellor, Chief Operating Officer (SLT EDI Lead), Deputy Provost (EDI Equality Charters Lead), and Board of Governors in fulfilling their EDI obligations under the equality legislation and upholding their commitments to the Equality Charters. It will act as the corporate, strategic, forward planning and decision-making forum that will have responsibility to:

* Develop and agree a programme of equality and diversity work including policies, strategies and action plans.
* Monitor effectiveness of equality and diversity policies, strategies, and action plans.
* Review and monitor the implementation of the EDI commitments in the People Strategy on an on-going basis and provide direction on any matters arising from the implementation of the plan as considered appropriate.
* Contribute to execution and success of the strategic actions outlined in the annual EDI Staff Objectives and Action Plan.
* Receive on an annual basis detailed information about the impact of our policies and services on staff and students. This will include reports such as the Staff Survey, Pulse Survey, NSS and any other relevant reports.
* Provide a governance framework for the Staff Network Groups in terms of decision-making and reporting and receiving information.
* In collaboration with the Staff Network Groups, to develop both internal and external communication and engagement plans and to lead the response to crisis communications, proving guidance to the Vice Chancellor, SLT EDI Lead and EDI Equality Charters Lead.
* To work collaboratively with the Student EDI Group, with the respective Chairs attending both meetings to ensure student and staff strategies, plans and KPI’s are aligned as appropriate.
* Take all steps necessary to ensure that the University complies with the requirements of the Public Sector Equality Duty and the delivery of other EDI programmes including Athena Swan and the Race Equality Charter.
* Encourage and support the development of innovative projects that promote equality and inclusion for all staff.
* Act as a subject matter expert for all Departments in the university on EDI policies and practices.
* Consider the equality and diversity implications of all relevant reports received from Departments across the University and support and promote all Equality Impact Assessments for such reports, as appropriate.
* Have an oversight to ensure that EDI is mainstreamed and embedded across all areas of the University by staff who lead different strands of the University’s business. This could include EDI targets in business plans and personal EDI objectives for staff as part of the appraisal process. Ensure all policies, strategies, and decisions are effectively reviewed to consider and act upon the findings of equality impact assessment processes.
* Receive progress and review reports, including performance data, on regular, agreed internals. The EDI Staff Board may request any information it considers appropriate and to recommend actions as necessary.
* Consider any other relevant matters when requested to do so by the Vice Chancellor, SLT EDI Lead, EDI Equality Charters Lead or Board of Governors.
* Ensure all policies, strategies and decisions are effectively reviewed to consider and act upon the findings of an equality impact assessment process.
* Review and confirm approval of the EDI Annual Report and Policy Statement outlining progress made over the past 12 months, prior to submission to the University Executive Committee.

**Membership**

The membership of the EDI Staff Board is inclusive and all staff are welcome to attend although the Chair, Staff Network Chairs, Head of Organisational Development and Equality Charters Programme Manager are core members. The Board will include:

Director of Human Resources (Chair)

Executive Assistant to the Director of HR (Secretary)

Head of Organisational Development

Equality Charters Programme Manager

Leadership Sponsors for Equality Charters Projects

Chairs for Equality Charters Projects

Chair of the EDI Student Issues Group

Chair of Women’s Network

Chair of BAME Network

Chair of LGBTQ+ Network

Chair of Interfaith Network

Chair of Disability Network

Chair of Parents and Carers Network

The Board is also open to any other member of St Mary’s staff who is committed to EDI initiatives on an opt-in basis.

**Frequency of Meetings**

There will be one meeting every two months with flexible summer meetings as required.

**Quorum**

Quorum is four members to include the Chair, or nominated Deputy. If less than four members are present, then any decisions shall be subject to the ratification of a quorate meeting.

**Chair**

The EDI Staff Board will be Chaired by the Director of Human Resources

**Attendance**

Regular attendance is required at the meeting by all members. On an ongoing occasion when a member is unable to attend the meeting, they should ensure a fully briefed deputy attends who can act on their behalf.

**Accountability and Reporting**

The notes of the EDI Staff Board, including the Action Log, will be published on staffnet in the EDI section, as appropriate.

**Administration**

Meeting dates for the year will be set and agreed. The agenda and related items will be circulated a week before the meeting. Minutes with actions will be taken at each meeting and circulated within two weeks of the date of the meeting.

June 2021