



## **Equality, Diversity and Inclusion Forum**

### **Terms of Reference & Membership**

#### **Purpose:**

The University recognises the importance of being responsive to the differing needs of individuals, both students, staff and visitors to the University and the benefits that come from creating an inclusive environment which reflects a wide range of perspectives and lived experiences. The promotion of equality, diversity and inclusion (EDI) is the shared responsibility of all students and staff.

The purpose of the EDI Forum is to provide a mechanism for the sharing of ideas and views relating to equality, diversity and inclusion in the widest sense.

In particular, the Forum will provide a mechanism for the EDI Oversight Group to consult with and seek views on the development and delivery of the new University EDI Framework Delivery Plan. The development and delivery of the EDI Framework Delivery Plan will continue to evolve and develop throughout the lifetime of the Framework to facilitate initiatives and areas for improvement identified as the University's EDI conversation matures.

#### **Aims and Objectives:**

- To provide a Forum for staff and students to discuss matters relating to equality, diversity and inclusion
- To provide a Forum through which the EDI Oversight Group can consult on a regular basis on the development and delivery of the EDI Framework, both its continued development and progress against initiatives
- To provide collegiate support and advice to student and staff networks and those wishing to establish new networks

## **Membership:**

- Up to three members of the EDI Oversight Group; one of whom will act as Chair
- Representatives of student protected characteristic networks
- Representatives of staff protected characteristic networks
- Up to 6 co-opted staff and students with a particular interest in EDI identified by the EDI Oversight Group
- Chair of Students' Union EDI Committee
- Representative of the Students' Union sabbatical team
- Representative of Unison
- Representative of UCU
- Representative of the International Department
- Representative of Student Services
- Representative of HR
- Representative of Communications & Participation
- Director of Access and Inclusion
- Secretary: Executive Assistant

## **Conduct of Meetings:**

It is recognised that discussing personal experience can be challenging for individuals, both for those sharing and those listening. Members of the Forum are expected to ensure that the Forum provides a safe and supportive environment, with views expressed and responded to respectfully and ensuring that any lived experiences shared to inform discussion are treated confidentially and not discussed outside of the Forum, without the individual's explicit consent.

Decisions will be made by consensus i.e. members are satisfied with the decision even though it will not be their first choice. If not possible, the Chair will make the final decision.

The Chair will have the responsibility for setting the agenda of any meetings.

Any member of the EDI Forum or EDI Oversight Group can propose an item for the agenda, to be notified to the Chair at least two weeks before the meeting.

The EDI Forum will meet up to 3 times a year, with meetings diarised in advance for the academic year. Meetings will generally be scheduled for no more than 2 hours.

The terms of reference and membership of the Forum will be reviewed after the first year of operation.