

Terms of reference for the Equality and Diversity Panel

- a) To advise the EDU on the development of an overarching strategy for work on equality and diversity across the collegiate University, covering staff and students and embracing all protected groups.
- b) To maintain an oversight of and coordinate activity on equality and diversity across the collegiate University. In particular:
 - Advising relevant committees on priorities for action at institutional level, and on any targets to be associated with these objectives;
 - Advising relevant committees on any positive action initiatives needed to address the underrepresentation of different groups;
 - Identifying emerging issues that are likely to require attention in the future.
- c) To consider other matters referred to it by the Education and Personnel Committees.
- d) To have oversight of the remit, membership and arrangements for chairing each of the equality advisory groups.
- e) When necessary, to set up short-term task groups to consider specific issues.
- f) To work with the EDU to identify an annual programme of work, reflecting the priorities identified by the advisory groups and staff networks, as well as any external drivers, including legislative and funding changes.
- g) To support the EDU in enabling the collegiate University to fulfil its Public Sector Equality Duty, including in relation to agreeing appropriate equality objectives and publishing relevant equality data.
- h) To advise the EDU on strategies for communication and engagement with protected groups, and for promoting awareness of equality and diversity generally.
- i) To monitor progress in meeting the equality objectives and delivering the agreed programme of work.
- j) To report annually to the Education and Personnel Committees, and at other times as necessary.
- k) To link closely with Divisional Boards, divisional equality and diversity committees and/or other relevant divisional bodies and liaise with the College Equality and Diversity Forum to build strong two-way relationships; to consider recommendations from such bodies and report back to them.
- l) In relation to Athena SWAN and the Race Equality Charter:
 - To oversee the submission of the University's renewal of its institutional awards;

- To establish sub-groups to examine in detail issues emerging from the self-assessment process;
- To monitor progress in achieving the actions identified in the institutional submissions;
- To work with Divisions to identify issues emerging from department Athena SWAN applications that would best be progressed centrally;
- To support the EDU to identify and manage risks associated with the implementation of institutional and department action plans and the retention of awards.

Membership

Members of the committee, other than *ex officio* members, shall serve for three years and shall serve no more than two consecutive full terms of office.

Membership of the committee shall comprise:

1. Advocate for Equality & Diversity (chair)
2. Head of Equality & Diversity (secretary)
- 3.-4. The EDU's Gender Equality and Race Equality Advisors
5. The Assessor
- 6.-9. Divisional E&D lead (academic)
- 10.-13. Divisional E&D or Athena SWAN co-ordinator (administrative)
14. GLAM representative
- 15.-16. College representatives (Chair of the College E&D Forum and a representative of Senior Tutors Committee)
17. Academic Registrar
18. Director of Human Resources
- 19.-20. Oxford SU representatives (VP Welfare and Equal Opportunities and VP Women)
- 21.-23. Chairs of the Disability Advisory Group, LGBT+ Advisory Group and BME staff network
24. OxRSS representative
25. Co-opted member

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