



**Chemistry Equality and Diversity Team**

**Terms of Reference**

**Purpose**

The Equality and Diversity Team has been established to:

* Ensure changes are made to departmental practices and culture to maintain an equal, fair and diverse working environment
* Oversee implementation of Chemistry silver departmental action plan
* Produce the Athena SWAN submissions

**Remit**

The role of the team will be:

* Drive the implementation of the Athena SWAN initiatives
* Take responsibility for implementation of the current action plan
* Scrutinise and comment on data and other qualitative and quantitative information in order to identify key findings and will feed into action plan
* Ensure rollout of Athena SWAN principles throughout the faculty and University
* Raise awareness of diversity issues within Chemistry
* Develop practical solutions to address issues of underrepresented groups
* Represent and consider the views of male and female staff
* Advise senior management on how to promote an inclusive culture

**Membership**

Members of EDT should reflect a range of work-life experiences across Chemistry and provide representation from other working groups such as the Concordat, ECR team and UG societies.

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

1. Chair
2. Deputy/Co Chair
3. HoAU
4. Experimental officer
5. HR representative
6. PDRA representative
7. PhD representative
8. Undergraduate representative
9. University Equality & Diversity officer
10. Marketing officer (Ex-officio)
11. Outreach officer
12. Admissions officer
13. Research and Teaching representative
14. Concordant representative
15. University Athena Swan representative
16. Administrative officer
17. Wiset representative
18. Technical Representative
19. LGBT representative

The team should aim to have a balance of male/females with minimum of 30% female.

**Responsibilities of members**

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

**Frequency**

The Committee will meet one every two months. The meeting schedule will be reviewed 6 months ahead of the submission deadlines.

**Duration**

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