

GOS Institute of Child Health Equality, Diversity and Inclusion

Steering Committee

Terms of Reference

PURPOSE

UCL GOS Institute of Child Health (ICH) recognises that access and treatment is not always equal for everyone and wants to redress the balance. It wishes to foster a positive cultural climate which will allow all staff and students to flourish and ensure that everyone is seen as a valuable asset. It recognises that this requires commitment and action from everyone, at all levels of the organisation and that it requires changing cultures and attitudes across the organisation.

The Equality, Diversity and Inclusion Steering Committee is committed to helping ICH promoting the value of different identities to create an organisational culture that is respectful and inclusive irrespective of age, disability, ethnicity, gender, marriage or civil partnership, pregnancy and maternity, race, sexual orientation and religion or belief.

The Committee will be a visibly representative body that will act as a 'Voice for All' and will recognise the differing needs of individuals including, recruitment, selection, training, appraisal, development and promotion of staff. It will identify problems and propose relevant actions and will monitor the effectiveness of these actions. The aim will be to influence organisational and cultural change and to raise awareness to ensure that everyone that works at GOS ICH will feel valued.

The **OBJECTIVES** of the Steering Committee are to:

1. Identify and propose equality priorities and objectives that will foster cohesion, eliminate discrimination and ensure everyone feels valued and included.
2. Promote and support inclusive leadership at all levels of the Institute.
3. Work closely with the EDI Focus groups to implement actions addressing areas they have identified as priorities.
4. Review progress and monitor data once every three months. Improve information and data collected, in respect of protected characteristics. First review progress meeting in ? (date tbc).
5. Determine the impact of initiatives aimed at improving equality and refresh the aims as appropriate.
6. Formulate a new Athena SWAN Action Plan by the 1st January 2019.

7. Inform Advance HE's that we intend to submit an application to the Athena SWAN charter 2 months (i.e. Feb 2010; to be confirmed or amended if the guidelines change) in advance of the deadline.
8. Prepare a first draft of the Athena SWAN application by December 2019 so that it can be reviewed by ICH IMT/SMT and by UCL prior to the deadline for application of April 2020. All members of the committee will be asked to help with the preparation of the application.
9. Communicate equality and diversity practices to the programmes at ICH
10. Share good practice outside of ICH

MEMBERSHIP

There will ideally be representatives from both academic and professional staff from different levels of seniority on the Steering Committee.

Members will be appointed to the committee for a three (?) year period.

The Steering Committee will aim to meet formally once every month initially for the first six months to enable them to identify their objectives and formulate a new Action Plan. Once these aims have been achieved it is expected that formal meetings will be held once every two months. Six months prior to the deadline for the first draft of the Athena SWAN application meetings will revert to once monthly. Minutes summarising what has been discussed and noting any actions planned at these meetings will be taken at each meeting. These will be made available on the intranet.

The duration of each meeting will be 90 minutes.

MEMBERS

Rosalind Smyth – UCL GOS ICH Institute Director

Philippa Mills – Chair

Andy Copp – Co-Chair

Serife Dervish – Deputy Institute Manager

Ludi Capelan – HR Manager

Katie Payne – BRC Representative

Fatma Taha and Ivan Doykov – Student representatives

To be confirmed - Post-Doctoral/Early Career Representative

Anna Horn – Professional Services & Support Staff Representative

Nikhil Thapar – Academic / Research Staff Representative

Grazia Manzotti – DEOLO Representative

Jon Clayden – MADs/Carers Representative