**UCL Institute of Epidemiology and Health Care (IEHC) Equality Action Group**

**Terms of reference**

(v1.6, 8th November 2018; Review date Nov 2019)

1. **IEHC Equality Action Group (EAG): purpose, history, and responsibilities**
   1. Purpose/mission statement: the EAG exists to facilitate the ongoing development of equality, diversity and inclusion (EDI – see Definitions, Appendix A) in the UCL Institute for Epidemiology and Health Care (hereafter ‘IEHC’). The EAG works in line with the Athena SWAN 10 key principles (see Appendix B), providing visible leadership and making evidence-based contributions to strategy, implementation, continuous improvement and learning. The EAG leads delivery of the IEHC Athena SWAN project plan, which details objectives for the upcoming 36 months.
   2. The EAG (incorporating the Institute Athena Swan (Gender Equality) Self-Assessment Team (SAT)) was established in 2011. IEHC submitted a successful application for an Athena SWAN Silver award in 2013 and is now working to renew this award. Thereafter, it will work toward achieving a Gold Award by becoming a national beacon of good practice on equalities.
   3. The EAG has collective responsibility for:
      1. *Visible leadership*: helping ‘set the tone’ for equality, diversity and inclusion across IEHC
      2. *Meaningful contributions to strategy*: ensuring equality and diversity and inclusion is at the heart of IEHC vision, and is translated into meaningful objectives.
      3. *Effective contributions to implementation*: working with representatives of all IEHC staff and student groups to monitor, uphold and embed equality, and diversity and inclusion standards throughout the Institute, e.g. in terms of organisational culture, recruitment, academic pipeline, student and staff training and development, appraisals, mentoring, staff turnover, and parent/carer leave.
      4. *Communications and collaboration:* establish and maintain clear and persuasive communications within and outside the Institute, to convey EAG activities, and to ensure that all staff know what support is available to them with the Institute and at UCL
      5. *Collaboration:* to establish and maintain productive collaborations with other groups working towards an EDI agenda, including the *UCL Faculty of Population Health Sciences Equality, Diversity and Inclusion Committee*
      6. *Continuous improvement and learning*: working with representatives of all IEHC staff and student groups to ensure ongoing development of our approach, and to identify learning for our and other institutions.
      7. *Preparing* *submission for Athena SWAN Institutional award,* including
      * Develop, implement, and review the Athena SWAN action plan
      * Establish robust measures to monitor progress against the Action Plan
      * Collect meaningful quantitative and qualitative data on EDI
      * Evaluate these data and other information in order to identify key findings, impact, gaps, and areas for action planning and further research
      1. *Drawing on the evidence*: our approach to leading, planning, and implementing our EDI activity will be guided by high quality analysis of local intelligence and existing evidence on good practice in planning and implementing change.
   4. All EAG members are expected to:
      1. actively contribute to group activities
      2. support an open and respectful culture;
      3. attend meetings and events organised by the group;
      4. maintain the confidentiality of sensitive information;
      5. act as a champion for Athena SWAN and EDI in their own areas of work;
      6. collaborate with other equality and diversity team members in UCL;
      7. work with the UCL Equality, Diversity & Inclusion team;
      8. undertake training and courses as relevant to the role, such as Where Do You Draw the Line, Unconscious Bias and Equality and Diversity training.

**Note.** Individual member roles and responsibilities are stated in Appendix C.

* 1. The EAG Co-Chairs are accountable for delivery of the IEHC Athena SWAN Action Plan.
  2. The EAG Co-Chairs are responsible for
     1. leading the EAG in delivering on the aims and objectives described above;
     2. ensuring meetings represent a safe environment in which issues of equality and diversity can be discussed frankly and fairly
     3. ensuring EAG members are given proportionate responsibility (reflecting individuals’ available capacity), and that EAG members take responsibility for completing tasks;
     4. acting as beacons on equality and diversity within and beyond IEHC;
     5. leading development and delivery of the Athena SWAN application.

1. **Membership**
2. The EAG will consist of:
   * Academic Co-Chair: Athena SWAN Academic Lead
   * Professional Services Co-Chair: Institute Lead for Equality and Diversity
   * Institute Director
   * Institute Manager
   * Institute HR Lead
   * Institute Communications Officer
   * Representative(s) of Non-clinical Academics
   * Representative(s) of Clinical Academics
   * Representative(s) of Professional Services/Support Staff
   * Representative(s) of Post-doctoral researchers
   * Representative of the Early Career Researcher Forum
   * Representative(s) of Graduate Students
3. Diversity of the Group:
   1. In appointing members, the EAG will make every reasonable effort to reflect the diversity of IEHC. This refers to different protected characteristics, staff groups, and sites at which IEHC is located.
4. Recruitment of members:
   1. The Academic and Professional Services Co-Chair posts will be advertised across the Institute.
   2. If no volunteers are forthcoming, the Academic co-chair will be nominated by the Head of Research Department and Institute Director, and the Professional services Co-Chair will be nominated by the Institute Manager.
   3. Other members, including representatives of academic staff, research staff, professional staff, postdoctoral researchers and graduate students will be recruited by advertising for volunteers.
   4. The contributions of EAG personnel to EDI activity are to be recognised as a important activity of IEHC, and will be considered in work load planning, at appraisal and in reward and promotion schemes. This is currently under review, and we are engaging actively with other UCL EDI groups to establish our approach going forward.
5. Team members’ knowledge and development:
   1. Members are encouraged to participate in training and facilitated discussions to ensure they are equipped and comfortable in discussing issues such as gender equality, diversity, and intersectionality.
6. **Reporting**
   1. The EAG reports to
   * IEHC Management board
   * IEHC Professional Service Staff Leads’ meeting
   * IEHC Research Departmental Management Boards
   * And to colleagues and students within IEHC Departments via student- and staff-facing publications and events.
   1. The EAG commits to share best practice and learning with other Institutes at UCL, e.g. through the UCL Athena SWAN Self-Assessment Team, and beyond, e.g. through the Athena SWAN Forum.
   2. EAG maintains an online presence including on social media (e.g. IEHC EAG website and Twitter account).
7. **EAG meetings - approach/process**
   1. Co-Chairs: IEHC Lead for Equality and Diversity; Athena SWAN Academic Lead
   2. Frequency: monthly, on the third Wednesday of the month. School and other holidays will be avoided.
   3. Timing: 90 minutes in length, commencing no earlier than 10am and concluding no later than 4pm.
   4. Location of meetings rotates (to facilitate participation from all sites):
      1. 1-19 Torrington Place, London WC1E 7HB (3 in 4 meetings);
      2. Royal Free campus, Rowland Hill Street, London, NW3 2PF (1 in 4 meetings)
      3. Teleconference facilities are provided to maximise participation.
   5. Attendance:
      1. Quorum: for key events, such as the Annual EAG Review, quoracy will be defined as 60% of members. This must include at least one representative of each department, representatives of academic staff, research staff, professional staff, postdoctoral researchers and graduate students.
      2. Alternatively written feedback would be expected if a member were absent and unable to nominate a replacement.
   6. Individual and group activity, culture, and dynamics:
      1. All EAG members make a shared commitment to participate actively in equality and diversity and inclusion work, and to contribute to an open and respectful culture.
      2. The EAG Co-Chairs set the tone for meetings and are responsible for ensuring this commitment is sustained.
      3. Key features of group activity:
         * Meetings should be facilitated in ways that allow all members to contribute.
         * Members are asked to be reflective about group dynamics and to take responsibility for their own roles (for example, amount of talking, allocation of tasks).
         * Members should provide a respectful space for discussion of different opinions.
         * Members will challenge language, behaviour or attitudes which are overtly sexist, racist, homophobic or otherwise offensive or discriminatory.
         * Members are expected to contribute actively to Athena SWAN work and other equalities activity (i.e. attendance at meetings is not sufficient; regular non-attendance or passive participation will call into question an individual’s membership).
   7. Administration:
      1. Administration: the IEHC Director’s PA will be responsible for drafting the agenda, taking minutes, distributing papers, booking meeting rooms and teleconference facilities.
      2. Agenda: standard format, including review of progress against actions - to be approved and finalised by the Co-Chairs.
      3. Distribution of papers: agenda, meeting minutes, and any supporting papers will be distributed electronically a week in advance of the meeting.
   8. Subgroups:
      1. Purpose: will be formed in response to matters arising and in agreement with the Co-Chairs and other SAT members.
      2. Structure: subgroups will have a named lead and membership will include EAG members, with the option of co-opting external members.
      3. Reporting: subgroups will report to the EAG.
      4. Current subgroups: 1] Evidence Action Group; 2] Data Action Group.
   9. Invitation of non-members: we will invite non-members of the EAG to attend meetings in order to facilitate sharing of knowledge - e.g. in relation to addressing a particular challenge.
8. **Review**
9. Terms of reference are reviewed annually.
10. Membership is reviewed annually.
11. Co-Chairs are appointed for two year terms, renewed with assent of the wider EAG. To ensure continuity of leadership, the co-chairs’ terms will be staggered so that they are up for review in alternating years.
12. *Process*. To support effective running of the EAG, group members will participate in a reflective review of activity and dynamics within the group on an annual basis. These reviews will be facilitated by an independent member of an external equalities committee, and will focus on individual and collective contributions to delivering the EAG mission (including attendance at meetings and active participation in Athena SWAN activities – see Section 2c), and learning lessons on how the EAG might develop further.

**APPENDICES**

**Appendix A. Equalities, Diversity, Inclusion definitions**

* **Equality**: the absence of unjust social hierarchy such as those based on age, disability, ethnicity, gender, sexual orientation and religion’ (UCL definition)
* **Diversity**: the presence of different cultural traditions and identities (UCL definition)
* **Workplace Inclusion**: ensuring that no one feels left out because of their age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, pregnancy and maternity, or other factors such as social background. An inclusive working environment allows people to be themselves at work (<https://www.inclusiveemployers.co.uk/about-us/inclusion-diversity-and-equality>)

**Appendix B. Athena SWAN principles**

The Athena SWAN Charter process is based on ten key principles. By being part of Athena SWAN, institutions are committing to a progressive Charter; adopting these principles within their policies, practices, action plans and culture.

1. We acknowledge that academia cannot reach its full potential unless it can benefit from the talents of all.
2. We commit to advancing gender equality in academia, in particular addressing the loss of women across the career pipeline and the absence of women from senior academic, professional and support roles.
3. We commit to addressing unequal gender representation across academic disciplines and professional and support functions. In this we recognise disciplinary differences including:
   * the relative underrepresentation of women in senior roles in arts, humanities, social sciences, business and law (AHSSBL)
   * the particularly high loss rate of women in science, technology, engineering, mathematics and medicine (STEMM)
4. We commit to tackling the gender pay gap.
5. We commit to removing the obstacles faced by women, in particular, at major points of career development and progression including the transition from PhD into a sustainable academic career.
6. We commit to addressing the negative consequences of using short-term contracts for the retention and progression of staff in academia, particularly women.
7. We commit to tackling the discriminatory treatment often experienced by trans people.
8. We acknowledge that advancing gender equality demands commitment and action from all levels of the organisation and in particular active leadership from those in senior roles.
9. We commit to making and mainstreaming sustainable structural and cultural changes to advance gender equality, recognising that initiatives and actions that support individuals alone will not sufficiently advance equality.
10. All individuals have identities shaped by several different factors. We commit to considering the intersection of gender and other factors wherever possible.

**Appendix C. IEHC EAG membership and roles**

| **Name** | **Role within IEHC** | **Role within EAG** |
| --- | --- | --- |
| Julia Bailey | Associate Professor at the eHealth Unit, PCPH, Sexual health specialty doctor  (Academic Staff) | * **Co-chair (Academic)** * Action Plan Impact assessor * Career progression and Appraisals * Management and Leadership * *Member since February 2018.* |
| Richard Marsh | Institute Manager since 2011  (Professional Services staff) | * **Co-chair (Professional Services)** * Action Plan Impact assessor * Data Action Group * *Member since 2013.* |
| Kirsty Bennett | PhD Student. | * Student representative * *Member since September 2018.* |
| Noriko Cable | Senior Research Fellow, EPH (Research Staff). | * Data Action Group * Evidence Action Group * Mentoring * Held role as Co-chair until Feb ‘18 *Member since 2013.* |
| Alice Forster | Senior Research Fellow, Behavioural Science and Health  (Research Staff) | * Evidence Action Group * Parents and Carers * *Member since 2018.* |
| Nora Groce | Chair and Director of the Leonard Cheshire Disability and Inclusive Development Centre since 2008.  (Academic Staff) | * *Member since: 2013* |
| Andrew Hayward | Director of IEHC since 2017  (Academic Staff) | * Committed to gender balance and career opportunities for women and professional service staff. * *Member since February 2017.* |
| Annie Herbert | Joined UCL (a different institute) as a PhD student in 2012. Now a Research Associate in Medical Statistics within BSH, since 2016 (Research Staff). | * Evidence Action Group * *Member since June 2016.* |
| Sydonnie Hyman | Deputy Institute Manager (Professional Services Staff). | * Professional Services * *Member since 2018.* |
| Ione Karney | HR & Finance Administrator, PCPH (Professional Services Staff). | * Data Action Group * Links and Learning from Others * Wellbeing * Career progression and Appraisals * *Member since September 2018.* |
| Aradhna Kaushal | Joined IEHC as a PhD student in 2014 and now a Research Associate (Research Staff). | * Data Action Group * Evidence Action Group * Early Careers Forum * Wellbeing * Students * Mentoring * *Member since 2016.* |
| Irene Petersen | Professor, Department of  Primary Care and Population Health (Academic Staff). | * Parents and Carers * *Member since February 2018.* |
| Samantha Quaife | Completed PhD in Psychology at UCL and now working as a Research Associate in BSH. | * Data Action Group * Career progression and Appraisals * *Member since January 2017.* |
| Angus Ramsay | Senior Research Associate; joined UCL DAHR in 2012 (Research Staff). | * Evidence Action Group * *Member since January 2017.* |
| Madiha Sajid | Teaching & Learning Officer at IEHC. Chair for the PACT and UCL 50:50 Gender Equality working group (Professional Services Staff). | * Professional Services * Links and Learning from Others * Parents and Carers * *Member since 2013.* |
| Shaun Scholes | Senior Research Associate, EPH since 2009 (Research Staff). | * Data Action Group * Early Careers Forum * *Member since 2014.* |
| Eva Schaessens | Teaching, Communications and Marketing Administrator (Professional Services Staff). | * Professional Services * Communications and Media * *Member since 2018.* |
| Kelly Seenundun | Executive Assistant to Prof Andrew Hayward (Professional Services Staff). | * Professional Services * Meeting minutes * Mentoring * *Member since February 2018.* |
| Nicola Shelton | Worked part-time at EPH since 2002. Promoted to Reader in 2015; promoted to Professor in 2018 (Academic Staff). | * Students * Wellbeing * *Member since 2013.* |
| Hitakshi Tailor | Research Department Administrative Officer, providing central support to EPH (Professional Services Staff). | * Recruitment and Appraisal * Wellbeing * *Member since 2014.* |
| Georgios Tsakos | Reader in Dental Public Health (Academic Staff). | * *Member since February 2018.* |