UCL Queen Square Institute of Neurology Equality, Diversity and Inclusion Action Groups Terms of Reference

EDI Governance Structure

Equality, Diversity and Inclusion (EDI) initiatives at the UCL Queen Square Institute of Neurology (IoN) are designed and implemented by the IoN EDI Committee. The EDI Committee comprises of two instruments that reflect the executive and operational governance levels of the Committee (Figure 1):

1. Steering Committee (executive level)
2. Action Groups (operational level)

We have 9 different Action Groups, each aimed at addressing a specific area of our EDI work:

1. Career Development
2. Mentoring Programme
3. Students and Education
4. Culture and Wellbeing
5. Parents and Carers
6. Leadership and Policy
7. Campaigns and Engagement
8. Equality Awareness
9. Data Group

Purpose

The purpose of the Action Groups is to provide the Steering Committee and IoN with the operational support needed to drive and maintain change towards a diverse and inclusive work and study environment and culture within the Institute.

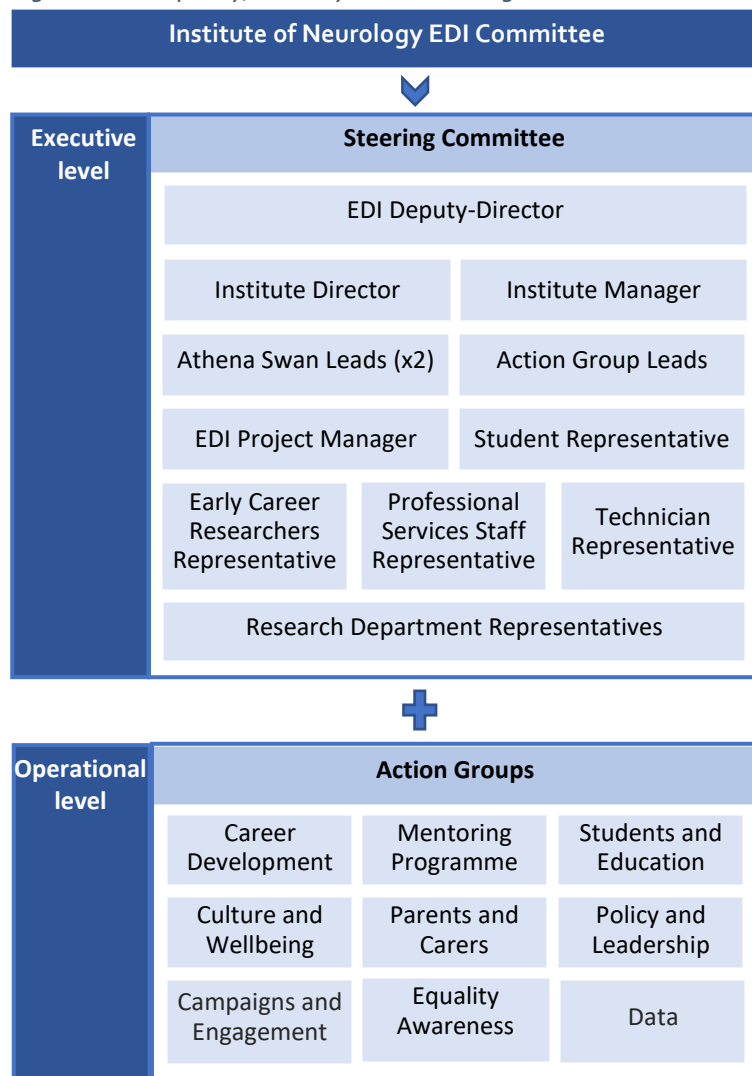*Figure 1: IoN Equality, diversity and inclusion governance structure.*

Aims

The Action Groups are responsible for:
1. driving the implementation of the Institute's https://www.ucl.ac.uk/ion/equality-diversity-inclusion/gender-equity-and-athena-swan/our-edi-strategic-priorities-and EDI Action Plan. This includes progressing actions, monitoring, reviewing, and assessing for further action. The Action Plan covers the period 2019-2024 and is a product of the IoN Athena Swan Silver Application.
2. ensuring that IoN is on track and hits all the milestones and requirements needed to apply for a Gold Athena Swan award in May 2025.
3. identifying new issues and initiatives related to all EDI areas and all protected characteristics. The Action Plan is a dynamic document and can be expanded and developed to reflect current and expected needs.

Benefits

- Grow Professionally: acquire new skills and experience in equality, diversity and inclusion work, gain leadership experience (leads), use in applications for promotions and new roles. We encourage for all EDI work to be recorded in appraisals.

- Grow personally: a) Empower yourself and others, b) Learn from others and cultivate your ability to empathise, c) Gain personal fulfilment by contributing to a workplace culture that shares your values of promoting inclusivity and celebrating diversity.
- Get Inspired: Generate new ideas of how to shape an equal work and study environment and put your ideas into practice.
- Lead: Actively contribute to culture change at Institute and Department level. Be one of the leaders shaping a more diverse and inclusive environment.
- Network: Become a member of the IoN, Faculty and UCL EDI community and make new connections.

Membership

Type: Volunteering

Status: Membership takes two forms:

1) Action Group Lead (maximum two per group depending on workload and needs)
2) Action Group Member (number varies per group)

Eligibility: Staff of all seniority levels and role types (Academic, Clinical, Manual and Craft, Professional Services, Research, Teaching, Technicians) and Postgraduate Research Students can be Action Group Leads. Staff of all seniority levels and areas and all Students (Postgraduate Taught and Research) can be Action Group Members.[1]

Duration: Action Group Leads will serve for two years with the possibility for renewal. Action Group members will serve for one year with the possibility of renewal.

Representation: Where possible and depending on the profile of volunteers, we aim for representation that mirrors all staff/student demographics at IoN, to ensure that all voices within the Institute are championed.

Responsibilities and expectations

Leads: Each Action Group nominates at least one Lead. For some Groups we recommend appointing a second Lead. This will depend on the size and the expected workload of the group. The EDI Project Manager may suggest which Action Groups have the need for a second Lead, but every Action Group may choose to assign one if the members judge that this is needed. The main responsibilities of Leads, in collaboration with the EDI Project Manager, are the following:
- Lead and coordinate the work carried out by the Action Group.
- Meet with and help onboard new members.
- Identify each year's priorities (in collaboration with Members and EDI Project Manager).
- Establish robust measures to monitor progress against the EDI Action Plan (in collaboration with Members and EDI Project Manager).
- Report progress and challenges faced by the Action Group at the Steering Committee during the bi-monthly EDI Committee meetings.
- Organise the Action Group's meetings. We suggest running a poll to record member availability for the whole year and follow-up with meeting invites.
- Chair the Action Group's meetings.
- Create a rota of minute taking among all members of the team. Members in charge of minutes should record attendance and minutes should be uploaded on the Action Group's MS Teams Channel. The latest meeting minutes should be checked at the beginning of each new meeting.

Leads and Members:
- Advance the objectives and work that fall under the remit of the Action Group.
- Identify and recommend new activities that support or advance the objectives listed in the action plan and give thought to the resourcing of these activities.
- Comment on data and other qualitative and quantitative information to identify trends, key findings, gaps, and areas that will require further research which will ultimately feed into action planning.

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[1] Both staff and research students who wish to become a Lead should have a 2-year commitment with UCL (2-year contract, 2-year funding, permanent contract).

- Share ideas and practices across the research departments of the Institute in support of departmental EDI Teams.
- Attend Action Group meetings regularly (as defined in the Time Commitment/Participation section that follows).
- Draft and disseminate Action Group meeting minutes on a rotational basis.
- Maintain the confidentiality of sensitive information.
- Uphold EDI standards throughout the Institute and champion EDI activity.

Focus of work

For a list of the work you will be involved in when joining an Action Group, please visit *the 'Our EDI Action Groups'* section of the [IoN EDI Committee and Governance webpage](#).

Time Commitment/Participation

Action Group Meetings take place bi-monthly (minimum requirement). Action Groups meet a minimum of 5 times per academic year. Action Group Members and Leads should commit to regular participation in meetings (attend a minimum of 2/3 of the meetings) and to actively participate at meetings and between meetings as needed. Meetings last for 50 minutes and should all take place between 10am and 4pm and comply to the [UCL Hour](#) (meetings need to finish 10 minutes to the hour). Meetings should take place in rotating day/time to ensure committee members who work flexibly may attend, unless all members have agreed to recurrent dates. A quorum of members must be present before a meeting can proceed (40% of members). Members dedicate between 1 and 5 hours (including attending Action Group and EDI Committee meetings) per two months (period between EDI Committee meetings) to do EDI work. This time commitment may vary depending on peoples' membership status.

Support available

Action Group Leads and Members will be supported by the Athena Swan Leads, the EDI Project Manager, and the EDI Deputy Director (Figure 2). Action Groups will collaborate with each other to brainstorm and achieve the implementation of some actions. There is also a variety of UCL networks that you could join and UCL support and resources: www.ucl.ac.uk/equality-diversity-inclusion. UCL funds are available to advance EDI projects and initiatives (www.ucl.ac.uk/equality-diversity-inclusion/equalityucl/ucl-edi-contribution-and-engagement-fund). Limited amounts of funding might also be obtained through EDI at IoN, after coordination with the EDI Project Manager and EDI Deputy Director.

Figure 2: IoN Action Group lines of support and report.
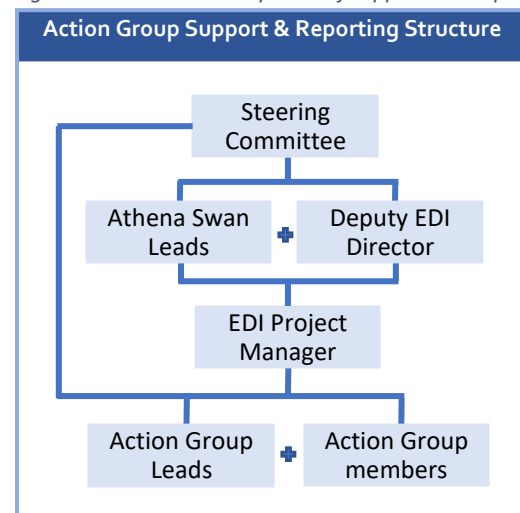
Recruitment of members and leads

Call: Staff and students may join throughout the year, but a call for new members and leads to join an Action Group is announced at the beginning of each academic year (September) via an all staff, all PGT, all PGR mailing lists. The call will also be published in the EDI website, staff Intranet, staff newsletter. The call should identify the number of vacancies per Action Group and indicate underrepresented categories of staff/students.

Appointment: Everyone who wishes to contribute to EDI at IoN is welcome to become a member at any time. Priority for Lead roles will be given to existing members of an Action Group to ensure continuity and then open up to all of the IoN. Please contact the EDI Project Manager and the existing Action Group Lead (if applicable) to declare your interest. They will be able to provide you with more information on the work of the action group you are interested in and will also offer you the chance for a chat to answer any questions you might have. You will then be asked to fill in a registration form which will finalise your membership to the EDI Committee and desired Action Group. You will be asked to fill in this form annually to renew your membership.