Equality, Diversity & Inclusion Committee

# Terms of Reference

## Reports to: Executive Committee, Division of Psychiatry and the Divisional Director

## Main Purpose of the Committee

The Equality, Diversity and Inclusion (EDI) Committee has developed out of the establishment of working groups within the Division of Psychiatry (DOP).

The EDI committee will provide an overarching structure to support the equity agenda and implement the DOP equity strategy. We anticipate that additional working groups will be launched and an intersectional perspective strengthened. The EDI committee will oversee the development the EDI strategy and consolidate the implementation of the goals set in each of the working groups to realise change in the Division. The Chair will work closely with the Faculty of Brain Sciences Vice-Dean (EDI) to ensure that the DOP EDI objectives align with those of the Faculty and UCL EDI whilst recognising the importance of initiatives relevant to the different settings.

At present we have working groups in Gender Equity (GE) and Race Equity and Ethnic Diversity (REED), and have appointed a lead in Disability Equity (DE).

## Functions

The DOP EDI Committee will:

1. Develop its strategy and monitor and review progress against working group action plans and other evidence (DOP survey, interviews, institutional/local data) to maintain progress and identify gaps in implementation of initiatives
2. Establish and support working groups as appropriate in accord with developments in UCL EDI initiatives.
3. Make regular reports to the DOP Executive Committee including recommendations for actions to be implemented at DOP level and at the advisory and staff meetings as appropriate.
4. Raise awareness of Faculty and UCL initiatives relevant to DOP
5. Oversee the revision of the DOP staff handbook, website and annual DOP survey in relation to EDI issues
6. Expand the working groups to include other protected characteristics and advertise for the lead roles
7. Ensure that DOP receives business from and reports to the Faculty and UCL Equality, Diversity & Inclusion committees where appropriate.
8. Actively support and promote schemes devised to widen participation by under-represented groups at all levels.

## Meetings

## The EDI Committee will meet every two months during core hours. The Chair and working group leads will meet during the alternate months. There is dedicated EDI administrative support.

## EDI Membership

#### Core

Chair

DOP Director or Deputy

Working Group Leads and/or Deputies

Director of Education or Deputy

DOP Senior professional services representative (e.g. divisional manager, deputy manager or hr manager)

DOP Postgraduate Tutor

Disability Equity Lead

Inclusion Lead

PhD student/Research Assistant/Early Career Researcher Representative.

Administrator

Invited

DOP Survey coordinator (as needed)

DOP Dignity at work Advisors (as needed)

Faculty EDI Coordinator/Manager (as needed)