

**EDC14D001**

Title: Review of the Terms of Reference  
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Circulation: Equality and Diversity Committee – 10 November 2014  
Version: Final  
Status: Open

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## **UNIVERSITY OF EAST ANGLIA**

### **EQUALITY AND DIVERSITY COMMITTEE - TERMS OF REFERENCE**

#### **Background and Purpose**

It is recommended that the University establish a new Equality and Diversity Committee. Recent years have seen increasing legal requirements for the Higher Education sector not only to raise the profile of equality issues, but to embed them in all key activities, be pro-active and undertake a far more consultative approach with students and staff than in previous decades.

The work of the Equality and Diversity Committee will help prioritise projects and policy initiatives, allocation of resource, ensure compliance and facilitate debate. An underpinning principle of the Committee is a commitment to move beyond compliance to proactivity in policy and practice wherever possible.

It will guide Schools and Units in the effective integration and implementation of University Equality policies and initiatives, promoting an inclusive and equitable environment for work and study that will enable achievement of corporate objectives and individual potential. It will ensure policies and principles are translated into action.

To achieve its aims the Committee will draw on commitment and expertise that exist across the University spreading ownership throughout the organisation.

It will consult with Executive Team and report to Council as well as liaising with relevant committees including Learning and Teaching Committee on equality issues as appropriate.

#### **Terms of Reference**

1. To advise the Council and the Executive Team on the fulfilment of the University's statutory obligations in respect of equality and diversity and to recommend policy for approval.
2. To ensure that institutional schemes, action plans, initiatives and policies are achievable, effective, properly owned and translated into action.
3. To establish such sub committees as the Committee deems appropriate, for example, initially establishing a steering group through which the Committee may monitor, evaluate and advise on Equality Impact Assessments.

4. To consider staff and student profile data with a view to a) informing decisions about the allocation and use of resources and b) ensuring the institution is operating equitably.
5. To keep abreast of developments and disseminate information on equality and diversity across the University so that capacity is built on equality issues in all areas.
6. To establish two-way communication with staff and student networks to ensure their views are sought and represented as appropriate.
7. To keep under review membership of the Committee and make recommendations accordingly to Council.

## **EQUALITY AND DIVERSITY COMMITTEE 2014-15 MEMBERSHIP**

Members: 18 - ex officio (5 deputies)

Receive: White, Yellow, & Blue Papers

- + PVC (Academic) – Professor Neil Ward (VCO)
  - + Dean of Students - Dr Annie Grant (DOS)
  - + Director of Estates and Buildings – Mr Roger Bond (EST)
  - + Director of Human Resources – Ms Cecile Piper (HR)
  - + Director of ISD – Mr Jonathan Colam-French (ISD)
  - + Head of Marketing and Communications Services – Mr Giles Whattam (ARM)
  - + Head of Staff & Educational Development – Amanda Giles (CSED)  
Deputy: Gurpreet Gill
  - + Disability Liaison Officer – Ms Jane Abson - (DOS)
  - + Human Resources Officer (Equality Remit) – Ms Santha Forder (HR)
  - + Assistant Head of Outreach – Blair Campbell (on secondment)
  - + Faculty reps:
  - + Professor Yvonne Tasker (HUM)  
Deputy: John Tully (HUM)
  - + Dr Ian Harvey (FMH)  
Deputy: Mark Hitchcock (FMH)
  - + Professor Philip Gilmartin (SCI)  
Deputy: Laura McGonagle (SCI)
  - + Professor Jacqueline Collier (SSF)  
Deputy: Dr Louise Bohn (LTS)
  - + Trade Union Representative: Susan Sayce (NBS) - UCU  
Katy Quigley (LTS) – UNISON  
Trevor Bellward - UNITE
- Secretary: Ms Helen Murdoch (HRD)  
Mr Matthew Gooch (Minutes) (HRD)

### **STUDENT MEMBER (1)**

Community & Student Rights Officer - Union of UEA Students:  
Holly Staynor (Receive: White & Blue papers)

**MINUTES:** Email minutes to TU Secretary: Jimmy Cross