School of Biochemistry – Terms of Reference

1. Represent the School's commitment to equality in the career development, progression and retention of all staff, including academic (both teaching & research), technical and professional services.

2. Guide the School in matters of Equality and Diversity for Undergraduate and Postgraduate students, including raising awareness of parenting schemes run by the School, LGBT+ Society, etc.

3. Promote a culture within the School that values equality and diversity.

4. Collect and analyse staff and student data to identify areas of concern and agree and implement actions to address these concerns.

5. Undertake the writing and submission of the Athena SWAN application for the School, whilst sharing and extending good practice as appropriate.

6. Report to the Faculty Equality, Diversity and Inclusion Group, recommending good practices, equality-related policies and actions to be adopted and implemented.

7. The committee will consist of representatives from academic (both teaching & research), technical and professional staff and also undergraduate / postgraduate students.

8. The committee will meet every 3 months (minimum).

9. The committee will publish minutes of meetings on the School intranet and also maintain effective outward facing communication with an up to date website with matters of interest / importance with regard to equality and diversity.

10. The committee will support widening participation and public engagement, e.g. to encourage applications to degree programmes and job openings from a broad spectrum of society.
11. The committee will guide the School to support individuals with carer roles outside of work, on a case-by-case basis.