TERMS OF REFERENCE AND MEMBERSHIP

Equality, Diversity and Inclusion (EDI) Steering Group

2017/18

Constituency	Name	Initial appointment date	End date of current term of office
Pro Vice-Chancellor (Research & Enterprise)	Nishan Canagarajah (Chair)	04/11/2016	04/11/2019
Director of Student Services	Mark Ames	04/11/2016	04/11/2019
Academic Director of Undergraduate Studies	Alvin Birdi	04/11/2016	04/11/2019
Equality, Diversity and Inclusion Manager	Tracy Brunnock	04/11/2016	04/11/2019
Chief Executive, Bristol SU	Samantha Budd	04/11/2016	04/11/2019
Head of Organisational Development and Deputy HR Director	Sue Clyne	17/05/2017	04/11/2019
Head of UK Student Recruitment	Lucy Collins	04/11/2016	04/11/2019
Academic Registrar	Paula Coonerty	04/11/2016	04/11/2019
A Faculty Research Director	Deborah Wilson	04/11/2016	04/11/2019
Equality, Access and Liberation Officer, Bristol SU	Desiree Ibekwe	04/11/2016	04/11/2019
A Head Of School	Susan Harrow	04/11/2016	04/11/2019
Senior University Lawyer	Rashi Jain	04/11/2016	04/11/2019
A Dean	Jonathan Sandy	04/11/2016	04/11/2019

In the absence of the Chair, a Vice-Chair shall be nominated in advance by the Chair.

Quorum
The Chair (or nominated Vice-Chair) and at least five other members of the Steering Group.

Members of the Steering Group who are unable to attend a particular meeting may send a suitably qualified nominee, at the discretion of the Chair. Nominees shall count towards the quorum as though they were the member of the Steering Group and shall be entitled to vote.

Secretary
Christina Harris, Equality, Diversity and Inclusion Adviser, HR
Tel: 0117 331 8087
Email: Christina.harris@bristol.ac.uk

Terms of Reference

1. To foster an inclusive environment by challenging the culture and contributing to solutions for change to raise Bristol's profile as a sector leader in equality, diversity and inclusion.

2. To articulate the University's vision for equality, diversity and inclusion that shifts the agenda beyond risk-based compliance to a celebration of diversity.

3. To undertake horizon-scanning that may impact on the University's delivery on its commitment to equality, diversity and inclusion.

4. To validate and, where appropriate, define performance measures against relevant priorities including but not limited to those outlined in the University Strategic Plan.

5. To review staff and student data (qualitative and quantitative) to monitor progress against these performance measures.

6. To highlight successes and identify blockages/challenges, introducing innovative ways of tackling identified issues.

7. To work co-operatively with external partners on diversity and inclusion issues, sharing best practice and benchmarking as appropriate.

8. To formally report to the VC via UPARC.

Attendance at Meetings
Key colleagues will be invited to attend meetings to contribute to discussions as and when appropriate and at the Chair's discretion.

Frequency of Meetings
It is anticipated that the Group will meet every two months during 2016/17 to properly establish itself and once every three months thereafter.

From time to time it may be necessary to establish task and finish groups to investigate identified areas and make recommendations to the Group as appropriate.

Reporting Procedures
The EDI Steering Group will formally report directly to the Vice Chancellor via UPARC and also provide annual updates on progress to HR Committee and Education Committee as appropriate.