

Equality & Diversity Committee

Terms of Reference

January 2021

Governance:

- The Equality & Diversity Committee meets every three months, with additional extraordinary meetings as required.
- The E&D Committee formally reports to Management Committee. Relevant staff and student networks, Taskforces and permanent equality strands (eg. Athena SWAN Self-Assessment Team (SAT)) all report into the E&D Committee.
- The overall governance structure is defined in *Appendix 1*.

The duties and aims of the Committee are:

1. To set, oversee, review and monitor delivery of LSTM's inclusion, equality and diversity-related strategic aims.
2. To ensure that the Committee's membership represents the diversity of the LSTM community, and is reviewed annually, with the ability to co-opt representative members to the Committee as required.
3. To monitor the composition of LSTM's workforce and student body, and consider the development of targets and key performance indicators as required.
4. To provide constructive challenge to LSTM in terms of the school's approach and development of equality and diversity, and in particular where progress is limited, in support of under-represented or disadvantaged groups.
5. To monitor and support LSTM's ability to meet the requirements of the Equality Act 2010 and associated Public-Sector Equality Duties, including overseeing LSTM's statutory annual reporting.
6. To support LSTM to deliver its safeguarding arrangements and provide guidance where equality, diversity and safeguarding issues intersect.
7. To establish school-wide taskforces, using internal and external expertise as required in order to provide in-depth and focused analysis of the School's practices.
8. To actively engage with other staff and student groups across the School, such as other committees, staff and student networks and taskforces.

9. To equip committee members to be leaders in inclusive practice across the School, and for members to use their position to help inspire and engage others.
10. To receive reports from established Taskforces, and Staff and Student Networks.
11. To receive regular progress reports from the Inclusion, Diversity & Engagement Manager.
12. To have oversight of the Athena SWAN process, ensuring that the submission is developed in a timely manner, with appropriate consultation, and that the submission and action plan are aligned with the overarching Equality & Diversity Strategy and Action Plan for the School.
13. The E&D Committee is responsible for approving the final Athena SWAN application, prior to submission to Advance HE.
14. To inform Management Committee of any Equality & Diversity implications and provide recommendations to address these.

Membership

- All members must have completed the mandatory EDI Training module.
- Membership of the Committee should normally comprise a gender balance of at least 40:60.
- Members will be asked to update their personal record on the HR system to ensure that Committee membership can be appropriately monitored.
- Membership will be confirmed annually to the Global Director of HR to ensure that an analysis of equality participation can take place.
- All new members will have an induction meeting with a current member of the committee to ensure awareness of the purpose and remit of the committee.
- Members will usually serve a term of three years.
- All members are required to make themselves available to staff and/or students regularly to ensure that feedback and concerns can be raised without delay and fed back to the Committee.
- Members should use their position to actively promote inclusive practice across the school.
- Vacancies will be advertised openly across the school. Decisions on successful appointments will be made internally within the committee to ensure that the membership reflects the needs of the Committee.

- Members of LSTM will be able to attend committee meetings as observers.
- Members may represent two groups (for example, the TDB rep may also represent the LGBT Network).

Position	2020/21 Representative
Chair:	
Co-chair	David Laloo
Co-chair	Sam Airey
In attendance:	
Secretary	HR Assistant
Members:	
Inclusion, Diversity & Engagement Manager	Sophie Black
Athena SWAN Self-Assessment Team Chair	Eve Worrall
Safeguarding Lead	Philippa Tubb
Senior Staff Rep	Duncan Preston
Overseas staff	Henry Mwandumba
Liverpool staff (SSF Rep)	Carla Solorzano-Gonzalez
Student Wellbeing	Lesley Bennett
Staff with disabilities	Phil McCall
Faculty of Biological Sciences Rep	Grant Hughes
Faculty of Clinical Sciences and International Public Health Rep	Nicola Desmond
Education and Professional Services	<i>Temporary Vacancy</i>
BAME Staff Network	Uzochukwu Egere
BAME Taskforce Chair	<i>TBC</i>
LGBT Staff Network	Giorgio Praulins
Women in Global Health Group	Carla Solorzano-Gonzalez
Student Representative	Charlotte Cooke/ Edwin Panford-Quainoo

