

SCHOOL OF ENGINEERING

Equality and Diversity Committee

Terms of Reference

The Equality and Diversity Committee (EDC) shall advise and may make recommendations to the School Management Committee and Senior Management Team on matters relating to the promotion, monitoring, and advancement of equality and diversity issues throughout the School of Engineering.

Where appropriate, the Committee shall refer matters direct to, and seek responses from, other committees or any appropriate body.

The terms of reference are as follows:

- (a) To work to increase diversity among the demographic of the School at all levels.
- (b) To devise, co-ordinate and monitor steps taken by the School of Engineering to comply with the Equality Act 2010, with particular regard to the protected characteristics: age, disability, race, sex, sexual orientation, religion or belief, gender reassignment, pregnancy and maternity and marriage or civil partnership.
- (c) To review and develop the School of Engineering's engagement with the University's Equality and Diversity Policies, and to monitor the implementation of the University's Equality and Diversity Policies in the School of Engineering.
- (d) To support Senior Management in ensuring that Equality and Diversity policy information is effectively disseminated to members of the School of Engineering community and in doing so to support compliance with the law.
- (e) To advise the School Management Committee and Senior Management Team on policy matters and practice relating to equality and diversity.
- (f) To consult with relevant groups within School of Engineering and beyond to establish best practice in meeting these terms of reference.
- (g) To monitor the composition of the School of Engineering's workforce and student body, benchmarking internally at University of Warwick and externally across the sector.
- (h) To monitor the School's practice on the admission of students and recruitment of staff.
- (i) To lead on the development of the School's Equality and Diversity Chartermark submissions, including maintaining and advancing the Athena SWAN Charter, as a means to advance Equality and Diversity in the School of Engineering.
- (j) The Committee is responsible for monitoring the performance of the School with regards to Athena SWAN. This includes monitoring performance against the Athena SWAN

Action Plan, monitoring key data sets and raising issues and concerns with process and practice.

- (k) To report annually to School Management Committee on qualitative and quantitative measures of progress on Equality and Diversity in the School of Engineering

Reporting: The Equality and Diversity Committee (EDC) reports to the School Management Committee (SMC), where the EDC Chair will serve as the E&D representative on SMC.

Meeting Dates: A full meeting of the Committee will be held once a term. Sub-committee meetings (as required) will be twice-termly and additionally as needed, these will involve a subset of committee members who will meet to address particular issues and ensure data acquisition and monitoring.