

Equality and Diversity Structure

Terms of Reference



Equality and Diversity Steering Group:

Role

The Equality and Diversity Steering Group (EDSG) provides Queen Mary University of London (QMUL) with a strategic overview on equality and diversity matters.

QMUL overall Equality and Diversity is:

“Queen Mary will ensure that all staff and students work and study in an environment free of unfair discrimination, harassment and victimisation, and have access to equal opportunities. QMUL will actively promote equality and diversity.”

The EDSG aim to ensure that QMUL implements its equality objectives, advance equality and achieves its targets and meets its legal requirements to:

- ❖ Eliminate unfair discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act
- ❖ Advance equality of opportunity between people who share a relevant protected characteristic and people who do not share it
- ❖ Foster good relations between people who share a relevant protected characteristic and people who do not share it

Responsibilities

The EDSG has the following responsibilities:

- ❖ To provide long-term and continuing support and strategic leadership, for equality diversity and inclusion challenges across QMUL.
- ❖ To oversee the development and implementation of policy and process to comply with equality and diversity legislation
- ❖ To oversee the implementation and monitor progress of QMUL’s Equality & Diversity Objectives 2016 -2020, the University Athena SWAN Silver Action Plan, holding faculties and departments accountable for delivery of the plan in their respective areas.
- ❖ To seek to raise the level of awareness and engagement of staff and students in equalities matters and encourage their active participation in the principles of the Equality Act and its implementation
- ❖ To monitor the outcomes of policy and processes and recommend appropriate remedial measures

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- ❖ to advise and make recommendations for action to QMSE and Council on relevant matters and as appropriate via feedback to Principal



Chair and Principal's role

The Principal will act as Chair of the Group or nominate a senior officer to do so. He will act as a conduit between the group, QMSE and Council.

Membership

- ❖ The Principal or a senior officer acting on his behalf as Chair.
- ❖ Representative from Teaching and Learning and Research – Dean of Faculty
- ❖ Member from Council
- ❖ Chief Operating Officer
- ❖ Director of HR
- ❖ A Head of School/Institute
- ❖ President of the Student Union and VP Welfare
- ❖ Secretary to Council & Academic Secretary
- ❖ Director of Estates and Facilities
- ❖ Director of Student Services
- ❖ Head of the Disability and Dyslexia Service
- ❖ Academic Member, expert in Equality and Diversity e.g. CRED
- ❖ Senior Diversity Lead
- ❖ 2 Trade Unions representatives
- ❖ Diversity Manager
- ❖ Diversity Coordinator (Secretary)
- ❖ Co-opted members as appropriately determined by the group.

Meeting

The EDSG meets 3 times per year.

Reporting Lines

- ❖ Reports to QMSE and Council via the Chair
- ❖ Information disseminated to faculties and departments by Steering Group members

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Equality and Diversity Advisory Group

Role

The Equality and Diversity Advisory Group provides means of consultation and feedback on equality diversity and inclusion at Queen Mary.

Responsibilities

- ❖ To act as a consultative and feedback body on equality, diversity and inclusion matters
- ❖ To make recommendations to EDSG on how university strategy, policy, process and practice should promote equality and diversity
- ❖ To act as a forum of discussion, sharing good practice and experience on equality and diversity matters

Membership

- ❖ Senior Academic Equality Lead for Equality and Diversity - Chair
- ❖ Diversity & Inclusion Manager
- ❖ Diversity & Inclusion Coordinator
- ❖ Representatives from all School's and Professional Services Departments

Meeting

The Equality Advisory Group meets three times every academic year.

Reporting Lines

- ❖ Reports to the Equality & Diversity Steering Group via the Senior Academic Equality Lead