

**SWAN IMPLEMENTATION GROUP  
TERMS OF REFERENCE & MEMBERSHIP 2023-2024**

1.	<b>Authority</b>
1.1	The Swan Implementation Group (SIG) will report to the University's Equity, Diversity and Inclusion Strategy Monitoring and Implementation Group (EDI SMIG), the membership and responsibilities of which are set out in the EDI SMIG Terms of Reference.
2.	<b>Purpose</b>
2.1	<p>The SIG serves to build organisational competence in gender equality, acting as a body of expertise on sex and gender issues and adopting an intersectional approach. The SIG debates and advises the EDI SMIG on gender inclusive strategies and will highlight any inequalities. The SIG may delegate to faculties or Schools work as is appropriate to ensure legal requirements are met throughout the University.</p> <p>*Although the primary focus of this group is the implementation of the UoB Athena Swan Action Plan and, therefore, gender equality work. The group will take a data-led approach to highlight and discuss areas of concern where gender intersects with other identities.</p>
3.	<b>Membership and Chair</b>
3.1	The SIG shall comprise of a Chair (currently Associate PVC for Global-Civic Engagement) and representatives from across the University to cover a range of job grades and roles including: academic, professional, and technical staff representation, whilst giving consideration to gender balance, intersectionality, work-life balance and caring responsibilities. Membership is by invitation. Other persons may attend one or more meeting(s) of the SIG at the invitation of the Chair.
3.2	Membership will be for a 2-year term, unless otherwise stated. Membership can be renewed by mutual consent.
4.	<b>Specific duties</b>
The activities of the SIG will include:	
4.1	Advising the EDI SMIG with issues relating to gender inequality. This includes, but is not limited to, concerns regarding inequalities due to the intersectionality between sex (gender) and ethnicity, disability, and sexuality.
4.2	To have oversight of the institutional Athena Swan action plan, including updating of the actions to remain responsive to the University key issues with regards to gender and ensuring the University meets the guiding principles of the Athena Swan Charter.
4.3	Where appropriate, bring to the attention of the Race Equality Charter writing group and Anti-Racism Working Group, issues relating to inequalities due to the intersection between sex (gender) and ethnicity.
4.4	Receive reports and other key quantitative and qualitative data from owners of actions to track progress and impact and suggest ways forward when barriers identified.
4.5	Establish a means of communication between Athena Swan work at School and Faculty level and the EDI SMIG.

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4.7	Establish appropriate procedures to ensure effective communication of events and resources within the University of Bristol.
4.8	Work in partnership with city-based and national stakeholders to accelerate progress on creating gender equal workplaces.
5.	<b>Effectiveness Monitoring and Compliance with Terms of Reference</b>
5.1	Minutes and a log of activities will be kept and updated after every group meeting. The group will review its effectiveness and efficiency annually. This can include membership, especially where members have recorded low attendance at meetings. The Terms of Reference for the committee will be reviewed annually.
6.	<b>Frequency of meetings</b>
6.1	The group will meet, on average, once every 2-3 months from June 2023, or as needed. Meetings will be scheduled for 1.5 hours and will take place within the hours of 10am – 3pm, wherever possible.
7	<b>Quorum</b>
7.1	The Quorum is 6, one of which must be the Chair. Apologies for non-attendance should be submitted prior to the date of the meeting, wherever possible.
7.2	A member attending a meeting online shall be deemed to have equivalent rights to a member attending in person.
8.	<b>Reporting Arrangements</b>
8.1	<ul style="list-style-type: none"> <li>• The Swan Implementation Group can bring to the attention of EDI SMIG to matters of concern and recommendations of strategic responses.</li> <li>• Minutes from each meeting will be posted on the SIG Teams Group and are available upon request.</li> <li>• The Swan Implementation Group will share outcomes of discussions to Faculty Equity, Diversity, and Inclusion (EDI) committees, to ensure best practice is shared and adopted throughout the University.</li> </ul>
9.	<b>Secretariat Support</b>
9.1	Secretariat Support will be provided by the Project Officer (Inclusion).
	<b>Approval date:</b> 20/09/2023 <b>Review date:</b> 20/09/2024 <b>Contact:</b> Palie Smart, Caroline McKinnon, Helen Fullagar