

**FACULTY OF LIFE SCIENCES EQUALITY, DIVERSITY &  
INCLUSION (EDI) COMMITTEE TERMS OF REFERENCE  
& MEMBERSHIP**

<b>1.</b>	<b>Authority</b>
1.1	The Faculty EDI committee will report to the Faculty Board, the membership and responsibilities of which are set out in the University Ordinances (8).
<b>2.</b>	<b>Purpose</b>
2.1	The Faculty EDI committee debates and advises the Pro-vice Chancellor and Executive Dean of the Faculty on the equality, diversity and inclusion strategies of the Faculty, and is responsible for their implementation. The Faculty EDI committee may delegate to School committees or to its members such work as is appropriate, and shall ensure that the committee, directly or through its committees or members, discharge its responsibilities.
<b>3.</b>	<b>Membership and Chair</b>
3.1	The Faculty EDI Committee shall comprise of the Faculty EDI lead (Chair), Faculty EDI Officer (Deputy Chair) and School EDI lead(s) and / or representation of each constituent School of the Faculty, a representative from Faculty Technical services, a representative from the central EDI team, and the Faculty Human Resources Managers. Other persons, including student representatives, may attend one or more meetings of the Faculty EDI at the invitation of the Chair and / or the Pro-vice Chancellor and Executive Dean of the Faculty.
3.2	Membership will be for a 2-year term, unless otherwise stated. Membership renewal will be by mutual consent.
<b>4.</b>	<b>Specific duties</b>
	The activities of the Faculty EDI Committee will include:
4.1	Advising the Pro-vice Chancellor and Executive Dean of the Faculty with issues relating to equality, diversity and inclusion. This includes, but is not limited to, concerns regarding gender, ethnicity, disability, and sexuality.
4.2	Bringing to the attention of the Pro-vice Chancellor and Executive Dean of the Faculty matters of concern in the Faculty.
4.3	Discussion of any suggestion referred by individuals within the Faculty, School committees and the University Diversity & Inclusion team.
4.4	Establishing appropriate procedures to ensure effective communication within the Faculty of the issues discussed and decisions taken by the committee.
4.5	Implement the actions set out in the “Our People” section of the FLS Vision and Strategy document.

4.6	Ensure people are supported effectively and with equity in their career planning.		
4.7	Embed a culture of EDI best practice, including equality analysis to evaluate the impact of decisions, policies, guidelines and practices implemented across the Faculty.		
4.8	Embed a culture of inclusive behaviours across the Faculty. Raise awareness and understanding of types of unacceptable behaviour and ensure the Faculty is equipped to act sensitively, decisively and in a timely manner on information it receives.		
4.9	Have oversight of all matters related to Athena Swan in the Faculty and ensure that the Faculty meets the guiding principles of the Race Equality Charter and Stonewall.		
5.	<b>Effectiveness Monitoring and Compliance with Terms of Reference</b>		
5.1	A log of activities will be kept and updated at every committee meeting by the Faculty EDI Officer. The committee 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 Faculty EDI committee will meet at least 5 times each academic year. Meetings will be scheduled for 1.5 hours and will take place within core hours, 10am – 4pm.		
7.	<b>Quorum</b>		
7.1	The Quorum is 4, one of which must be the Chair or Deputy Chair. Apologies for non-attendance should be submitted prior to the date of the meeting, wherever possible.		
7.2	A member attending a meeting on-line 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 Faculty EDI committee can bring to the attention of University Management Team (UMT) matters of concern in the Faculty and recommendations via the Inclusion Forum.</li> <li>- Faculty EDI minutes will be included in Faculty Board papers and will be published on the FLS EDI SharePoint site.</li> <li>- Faculty EDI committee members will share outcomes of discussions with their Schools, to ensure best practice is shared and adopted throughout the Faculty.</li> </ul>		
9.	<b>Secretariat Support</b>		
9.1	The Faculty EDI Officer will provide Secretariat Support.		
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><b>Review date:</b> 17/08/2023  <b>Approval date:</b> 20/08/2023  <b>Contact:</b> david.lawson@bristol.ac.uk</p> </td> <td style="width: 50%; vertical-align: top;"> <p>Dr David Lawson (Faculty EDI Champion and Chair), Dr Lara Lalemi (Faculty EDI Officer and Deputy Chair), Professor Jeremy Tavaré (Pro-vice Chancellor and Executive Dean of the Faculty)</p> </td> </tr> </table>	<p><b>Review date:</b> 17/08/2023  <b>Approval date:</b> 20/08/2023  <b>Contact:</b> david.lawson@bristol.ac.uk</p>	<p>Dr David Lawson (Faculty EDI Champion and Chair), Dr Lara Lalemi (Faculty EDI Officer and Deputy Chair), Professor Jeremy Tavaré (Pro-vice Chancellor and Executive Dean of the Faculty)</p>
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