



## TERMS OF REFERENCE:

### Equality, Diversity and Inclusion Campus Committee, University of Galway

#### Strategic Context

The University Equality, Diversity and Inclusion Campus Committee was established following a recommendation from the Task Force on Gender Equality and in recognition of the Public Sector Duty (Section 42 of the Irish Human Rights and Equality Commission Act 2014), to ensure appropriate internal governance structure to guarantee clear, consistent leadership and accountability for equality and diversity across the University.

The Committee sets the strategic framework for equality in service provision and in employment across the University. It is underpinned by the University of Galway strategic plan (2020-2025) which is built on a foundation of core values that define our purpose and priorities: respect, excellence, openness and sustainability. Our values are a statement of intent to the world and will guide us in everything we do.

#### Function

To promote equality of opportunity and respect for diversity in all aspects of the University's business. Specifically, to aim to enhance equality, eliminate discrimination, advance equal opportunities and protect human rights, by tackling prejudice and promoting understanding, thereby ensuring the University avoids the potential for discrimination on grounds of the protected equality strands.

To advise Údarás na hOllscoile, via the Equality, Diversity, Inclusion and Human Resources Committee (EDIHRC), Academic Council and the University Management Team, on the implementation of all aspects of the University's Equality, Diversity and Inclusion Strategy and Equal Opportunities Policy.

#### Terms of Reference

1. To ensure that the University conducts its activities in accordance with statutory obligations and best practice in relation to equality and diversity matters.
2. To develop, prioritise and implement delivery of the University's Gender Equality Action Plan, inclusive of the embedding of Athena Swan Charter principles across the University, monitoring the mainstreaming of recommendations from the HEA national review of gender equality in Irish Higher Education Institutions and the Ministerial Gender Action Plan.
3. To prepare, update and/or instigate appropriate equality and diversity policies and guidance and to monitor the implementation of such policies, including equality impact assessments.
4. To advise the University Management Team (UMT) on progress of the Equality and Diversity objectives as outlined in the Gender Equality Action Plan, the Ending Sexual Violence and Harassment in Higher Education Institutions Framework Action Plan, the Universal Design and Accessibility Action Plan and dedicated work groups.
5. To monitor dis-aggregated data with regard to staff and students by the protected characteristics under the Employment Equality Acts 1998-2015 (the 9 grounds are gender (man, woman, transgender person), civil status, family status, sexual orientation, religion, age,



disability, race, membership of the Traveller Community) and use this to advise on areas for positive action and inform University decision-making.

6. To make recommendations to the UMT on the development of equality and diversity projects and practices that will benefit staff and students from populations with protected characteristics.

7. To raise awareness of the importance of equality impact assessments of university policies, procedures and practices with due regard to the protected characteristics under the Employment Equality Acts 1998-2015.

8. To drive events and activities to raise the profile of equality and diversity in the University.

9. To advise on, review and determine the impact of changes in equality legislation for the University, amending practice and policy to ensure legislative compliance.

10. To provide advice across the University on the interpretation of the Equal Opportunities Policy and the Universal Design and Accessibility Policy.

11. To request and/or receive reports relating to equality issues from across the University.

12. To identify areas that may require equality and /or diversity work and establish working groups to explore and report on the equality and diversity dimensions. If and when a potential need for formal investigation arises, the decision to proceed with such a measure should be in consultation with the Vice-President for Equality, Diversity and Inclusion.

13. To recognise, communicate and promote examples of good 'equality of opportunity' practice from both internal and external sources.

14. To maintain and develop effective networking and liaison in equality and diversity issues. This applies internally to include University committees as well as externally, sector-wide, with working relationships with the IUA VPEDI Group, equality professionals and equality bodies such as the Irish Human Rights and Equality Commission and Advance HE.

15. To report regularly to the Údarás na hOllscoile (via its Equality, Diversity, Inclusion and Human Resources Committee) and the University Management Team, providing an update on progress on EDI matters in University of Galway. Written update reports are also provided regularly to Academic Council by the Vice President for Equality, Diversity and Inclusion.



## Reporting and Membership

Reporting to:	Equality, Diversity, Inclusion and Human Resources Committee (EDIHRC), University Management Team (UMT)
Working Groups:	<ol style="list-style-type: none"> <li>1. Gender Equality Working Groups: <ul style="list-style-type: none"> <li>• Athena Swan Institutional SAT</li> <li>• The Sexual Violence and Harassment Prevention and Response Committee</li> </ul> </li> <li>2. Race Equality Committee</li> <li>3. Universal Design and Accessibility Working Group</li> <li>4. Widening Participation Committee</li> </ol>

	Job Title / Representative	Title and Name
<b>Chair</b>	Vice President for Equality, Diversity and Inclusion	Dr Helen Maher
<b>Secretary</b>	Office of the VP for Equality, Diversity and Inclusion	Ms Niamh Gallagher
<b>Members</b>	Deputy President and Registrar	Prof Pól Ó Dochartaigh
	Dean of College representation	TBC
	Dean of Graduate Studies	Prof Dónal Leech
	Chief Operating Officer	Mr John Gill
	Secretary for Governance and Academic Affairs	Ms Caroline Loughnane
	VP-Welfare & Equality Officer, Students' Union	Izzy Tiernan
	Part-Time Officer, Students' Union	Ms Vanessa Frimpong
	VPR and Research Representative	Prof Saoirse Nic Gabhainn
	Vice President - International	Prof Becky Whay
	Dean of Students	Prof Ciara Meehan
	Head of EDI	Ms Aoife Cooke
	Head of Student Services	Mr John Hannon
	Centre for Global Women's Studies	Dr Nata Duvvury
	Buildings & Estates	TBC
	Deputy University Librarian	Ms Monica Crump
	Director of Human Resources	Ms Josephine Hynes
	Head of School Rep CSE	Prof Michael Madden
	Head of School Rep CMNHS	TBC
	Head of School Rep CBPPL	Mr Adrian Sylver
	Head of School Rep CASSCS	Prof Niamh Reilly
	Vice-Dean EDI CASSCS	TBC (interim: Dr AnnMarie Groarke)
	Vice-Dean EDI CBPPL	Dr Deirdre Curran
	Vice-Dean EDI CSE	Ms Mary Dempsey
	Vice-Dean EDI CMNHS	Dr Kasia Whysall
	Chair of University Women's Network	Ms Anne Marie Stokes
	Chair of LGBT+ Staff Network	Dr Declan Coogan
	Chair of International Staff Network	Dr Tina-Karen Pusse
	University of Sanctuary Representative	Ms Imelda Byrne
	EDI Programme Manager for Gender Equality	Dr Laura Loftus
	EDI Programme Manager for Race Equality	Mr Owen Ward
	Research Representative	Dr Michael Creane
	Technical Staff Representative	Dr Peter Owens



Normally committee members will sit for a term of no more than four (4) years (with the exception of the following members: Deputy President and Registrar, Academic Secretary, Chief Operating Officer, the Vice-President for Equality, Diversity and Inclusion, Head of Student Services, Head of EDI, Director of Human Resources), noting that certain memberships are tied to posts that may change prior to a 4 year term (e.g. SU Officers, HoS, Chairs of Staff Networks). The Committee will retain its representative make-up in relation to Deans, Heads of School/Large Professional Services Units, with Deans and Heads of Schools rotating membership roles as appropriate. The Committee will be empowered to co-opt further members with specialist knowledge, to assist as necessary, and to invite guest speakers to make presentations on specific topics.

The Committee will invite interested parties to attend meetings or those parts of meetings of relevance to them.

The Chairs of the various staff networks will be invited on an annual basis to update the committee on the work of the network.

Members have equal voting rights, when relevant, but the Chair has the casting vote.

### **Quorum**

To ensure that the Committee is quorate, meetings will only proceed if the Chair (or Vice-Chair) and four (4) other members of the Committee are in attendance.

### **Frequency**

There will be a minimum of four meetings per year, scheduled at the beginning of the academic year. Additional or extraordinary meetings will be convened as may be deemed necessary at the discretion of the Chair.

The Secretary will issue a call for agenda items. Items to be placed on the agenda must be received by the Secretary ten working days prior to the meeting.

May 2021