GLOBAL EQUALITY, DIVERSITY, AND INCLUSION (EDI) COMMITTEE

Terms of Reference

1 Constitution and Purpose

1.1 The Committee is responsible for providing clear accountability and leadership to drive delivery of the University's EDI ambitions through the following:
- ensuring oversight and accountability of the development and delivery of EDI-related plans.
- ensuring oversight and accountability of the delivery of:
    - o the EDI articulation of the Strategic Themes.
    - o requirements under the Public Sector Equality Duty (PSED) and Scottish Specific Duties, including Equality Outcomes, and other legal commitments including the British Sign Language Local Plan.
    - o SFC-stipulated requirements as necessary; and
    - o other EDI action areas as directed by the University Executive.

1.2 The Committee will provide regular reports to the University Executive, including an annual report on progress against the University's EDI goals for onward transmission to the Staff Committee and the University Court. Other reporting to the Global Operations Executive, the Staff Committee, the University Court and other relevant committees will take place when required.

1.3 The Committee will support:
- collaboration across all of Heriot-Watt.
- external partnership working; and
- joint working and partnership with Heriot-Watt University's Student Union (HWUSU), Dubai Student Council (HWUD Council), Malaysia Student Association (HWUMSA) and the Sports Union.

2 Remit

2.1 The GEDI Committee is responsible for oversight of all EDI-related matters globally and within the individual jurisdictions of the University, recognising that legal frameworks differ.

2.2 It is the responsibility of the Global Equality, Diversity, and Inclusion Committee to:
- lead implementation of the EDI articulation of the Strategic Themes.
- provide oversight, including monitoring, of the implementation of the University's EDI action areas as directed by the University Executive.
- provide accountability in meeting UK legal duties including PSED requirements.

- receive reports from EDI-related working groups.
- consider and review EDI-related audits.
- provide regular reports to the University Executive.
- provide an annual report to the University Executive on progress against the University's EDI goals, for onward transmission to the Staff Committee and the University Court; and
- provide reports to the Global Operations Executive, the Staff Committee, the University Court and other relevant committees when required.

2.3 The Global Equality, Diversity and Inclusion Committee will operate in line with the Strategy 2025 Themes:
- Building flourishing communities.
- Pioneering in education.
- Excelling in research and enterprise; and
- Being a global, connected University.

3   Composition and Membership

3.1 Membership is drawn from areas contributing through their work to global equality, diversity, and inclusion with an expectation that members actively cascade information and outputs from the Committee to their individual areas, and act as advocates for EDI.

The membership shall include:

- the Vice-Principal and Provost (Chair)
- the Global Chief Operating Officer
- the Chief Operating Officer (Dubai)
- the CEO & Provost (Malaysia)
- the University Secretary
- the Global Director of HR
- the EDI articulations lead for each theme of *Strategy 2025*
- a representative of the Executive Deans, drawn from amongst the Executive Deans
- a representative of the Trade Unions
- the Student Union Vice-President (Wellbeing), Edinburgh Campus
- the Student Council President, Dubai Campus
- the Student Association President, Malaysia Campus
- a representative of the Sports Union
- the Global Director of Information Services
- the Director of the Learning and Teaching Academy (or appointed deputy)
- the Associate Principal (Access and Inclusion)
- the Head of Student Wellbeing
- a faith representative (University Chaplain, University Imam and/or other)
- the Athena SWAN Officer
- the Equality and Diversity Partner

Review of the membership will be aligned with the annual review of the Committee's Terms of Reference.

3.2 Current members of the committee are:

1. Prof Mark Biggs, Vice-Principal and Provost; (Chair)

2. Ms Lucy Everest, Global Chief Operating Officer (Deputy Chair), Globally Connected Theme Lead
3. Ms Ruth Moir, University Secretary, Globally Connected Theme Lead
4. Dr Matt Sukumaran, Chief Operating Officer (Dubai), Globally Connected Theme Lead
5. Prof Mushtak Al-Atabi, CEO & Provost (Malaysia), Pioneering in Education Theme Lead
6. Prof Malcolm Chrisp, Deputy Principal (Education & Student Life), Pioneering in Education Theme Lead
7. Mr Richard Claughton, Global Director of HR, Flourishing Communities Theme Lead
8. Dr Gillian Murray, Deputy Principal (Enterprise & Business), Excelling in Research Theme Lead
9. Dr Fiona Armstrong, Global Director of Research Engagement, Excelling in Research Theme Lead
10. Professor Sara Lombardo, Executive Dean, School of Mathematical and Computer Sciences
11. Mr Dan Green, Trade Union Representative
12. Ms Georgia Noble, Student Union Vice President, Wellbeing (Edinburgh Campus)
13. Mr Ryan Koh, Student President, Malaysia campus
14. Ms Anaswara Pradeep, President of the Student Council, Dubai campus
15. Mr Dan Potter, representative of the Sports Union
16. Mr Fraser Muir, Global Director of Information Services
17. Ms Rosemarie McIlwhan, Associate Professor, Learning & Teaching Academy
18. Prof Gill Thomson, Associate Principal (Access and Inclusion)
19. Ms Carol Murray, Head of Student Wellbeing Service
20. Rev Jane Howitt, University Chaplain
21. *TBC Athena Swan Officer*
22. *TBC, Equality & Diversity Partner*
23. Dr Amos Haniff, Dean of the University

In attendance

24. Ms Mika Moriyama, Equality & Diversity Advisor

4 Equality and Diversity Statement

4.1 The Global Equality, Diversity and Inclusion Committee will exercise its responsibility, as far as possible, to promote diversity of representation within its membership and the membership of any working group or committee established. The Global Equality, Diversity and Inclusion Committee will also act to promote equality of opportunity for all colleagues who are involved in carrying out its business.

5 Quorum

5.1 The quorum is a simple majority, or half plus one where there is an even number of members.

5.2 It is intended that decisions of the Global Equality, Diversity and Inclusion Committee will normally be reached by consensus following a full debate. Therefore, the Chair will normally seek agreement to the proposal in question and, in exceptional circumstances only, will call for a vote where there is a clear expression of dissent or if the matter is of particular significance.

6	**Committee Chair**

6.1   The Chair of the Global Equality, Diversity and Inclusion Committee shall be the Vice-Principal and Provost.

6.2   In their absence, the Vice-Principal and Provost will nominate another member to act as Chair for the meeting.

7	**Frequency of Meetings**

7.1   The Global Equality, Diversity and Inclusion Committee shall meet at least three times per year.

8	**Attendance at Meetings**

8.1   The Committee will maintain a record of attendance at each of its meetings.

8.2   Members who are participating in a meeting by means of audio-visual conferencing or other means enabling them to communicate with all members present at the meeting simultaneously shall be deemed to be present at the meeting and to count towards the quorum.

8.3   Any member not attending two or more meetings consecutively (without good reason) may have their membership reviewed by the Chair and the University Secretary. Members are required to submit their apologies to the Clerk of the Committee at the earliest opportunity.

9 a)	**Reserved Business**

9.1   There may be occasions when the Committee's business is designated reserved and/or commercially sensitive. On such occasions, with the approval of the Chair, any persons in attendance may be asked to withdraw from the meeting during consideration of a particular reserved item of business.

9.2   The record of matters which the Chair and the Committee are satisfied should be dealt with on a reserved basis will be recorded separately.

9 b)	**Conflict of Interest**

9.3   Where it is identified that a member of the Committee has a conflict of interest with respect to a given matter, the Chair may, on the advice of the Secretary, request that the member in question withdraw from participation in relevant business. Depending on the nature of the business, this may allow for participation in discussions without taking part in decision-making or may require complete non-participation and/or withdrawal from that part of the meeting.

9.4   All instances of identified conflicts of interest shall be recorded in the minutes.

10	**Reporting Procedures**

10.1   The GEDI Committee's business will be reported through one of two routes; via the leads of the various defined EDI endeavours or as part of the reports from the most relevant EDI articulation leads. Irrespective of the route, identification of the reports with the relevant Strategy 2025 Themes will be made to support reporting and other activities.

The reporting for each activity will be made on a standard template with reference to:
- scope of work of the activity; and
- annual action plan for the activity.

10.2   The minutes of the Global Equality, Diversity and Inclusion Committee will be submitted to the next available meeting of the University Executive.

10.3   The Chair will report to the University Executive on any matters requiring the approval of the University Executive. These matters will be highlighted in the minutes.

10.4   An annual report regarding progress against the University's EDI goals will be developed by the GEDI Committee and provided to the University Executive, for onwards transmission to the Staff Committee and the University Court.

10.5   The Committee will produce an annual impact review report to be provided to the University Executive, for onwards transmission to the Staff Committee and the University Court.

10.6   The Committee will produce a regular bulletin regarding its work for circulation to other interested committees (for example, committees of the Senate with an interest in EDI matters, in particular the University Committee for Research and Innovation).

7   The Global Equality, Diversity, and Inclusion Committee records (agenda, papers, and minutes) are included in the University's Freedom of Information Publication Scheme. Information will be readily accessible on request to members of the public under the terms of the Freedom of Information (Scotland) Act (FOI(S)A) except for information which is deemed to be covered by a specific exemption under the Act.

10.8   Minutes and reports of the Global Equality, Diversity and Inclusion Committee will denote those areas of reported business which are deemed to fall within the designation of information which is 'exempt' under FOI(S)A and these sections will be excluded from publication.

11   Forward Planning

11.1   The Global Equality, Diversity and Inclusion Committee will annually review and revise its Terms of Reference and submit recommendations for any changes to these to the University Executive, for approval.

11.2   The Global Equality, Diversity and Inclusion Committee will maintain a forward agenda plan of its business.

Supporting Information

Groups feeding into the Global Equality, Diversity, and Inclusion Committee

- Athena Swan Project Board
- Equally Safe Working Group
- British Sign Language Local Plan Working Group
- Equal Pay Working Group
- Others as relevant and agreed by the GEDI Committee

Effectiveness and lifespan		
To be reviewed one year following the first meeting of the group		

Actions that may be taken by the Committee

The Global Equality, Diversity and Inclusion Committee may:

- Agree
- Note
- Receive
- Consider

- Endorse
- Recommend
- Reject

Minuting style

The minutes of the GEDI Committee will be traditional, formal, and auditable.

Resources

Clerk   Nathan Bircham (N.D.C.Bircham@hw.ac.uk)

Meetings   At least four times a year

Version	Amendments	Approved by the University Executive
V1	Original	22 February 2022
V2	• Original 1.1 removed; • 3.1 Membership clarified; • Changes to membership; • 10.2 Minutes to the University Executive modified to be clearer; • New 10.5 Added (Annual Impact Review report); and, • Previous 10.5 (now 10.6) to now state that the UCRI must be given regular updates.	Approved subject to the changes agreed at the UE on 17 October 2023