



Ollscoil
Teicneolaíochta
an Atlantaigh

Atlantic
Technological
University

Terms of Reference

Equality, Diversity & Inclusion Steering Group

Atlantic Technological University

Terms of Reference for Equality, Diversity & Inclusion Steering Group

Terms of Reference

Through its Public Sector Duty, the University has a responsibility to protect and respect human rights and equality. It recognises the promotion of equality of opportunity and respect for diversity in all aspects of the University's activities as a significant contribution to good governance.

These terms of reference will be revised annually by the Equality, Diversity and Inclusion Steering Group and updated as appropriate with a view to ensuring that its responsibilities in regard to the matters set out below continue to be discharged effectively.

1. Purpose

The Equality, Diversity and Inclusion Steering Group will provide leadership and accountability for equality, diversity and inclusion in all aspects of the University's activities and assist in good governance.

2. Functions

It shall be the function of the Equality, Diversity and Inclusion Steering Group to:

- i. To oversee and provide guidance and direction for the achievement of equality, diversity and inclusion objectives across the University. This will include supporting the work of various Working Groups to address barriers to equality.
- ii. To lead and promote the EDI agenda in the University, ensuring that EDI is a key consideration in all planning and development undertaken at the University.
- iii. To support and drive the implementation of the ATU Gender Action plan and other diversity initiatives; identify and resolve potential issues and barriers; and report to the University Planning Team (UPT).
- iv. To ensure the ATU Gender Action Plan and other diversity initiatives align with the activities required by the HEA Gender Action Plan 2018-2020 and other HEA-led diversity initiatives. The ATU Athena Swan Self-Assessment Team (SAT) will report to the Equality, Diversity and Inclusion Steering Group.
- v. To work with the University Governing Body, UPT, staff and students to ensure the promotion, communication, and mainstreaming of equality, diversity and inclusion in all aspects of university life.
- vi. To provide appropriate and effective training at governance, management, faculty, staff, and student levels.

- vii. To review and report on data in relation to the nine specified grounds of equality. The nine grounds under the Equality Acts are Gender; Civil status; Family status; Sexual orientation; Religion; Age; Disability; Race and membership of the Traveller community.
- viii. To contribute to university applications for EDI initiatives such as the Senior Academic Leadership Initiative, Gender Equality Enhancement Funding call, the Consent Framework and other such diversity initiatives. The ATU Promoting Consent and Preventing Sexual Violence Working Group will report to the Equality, Diversity and Inclusion Steering Group.
- ix. To produce an annual report on progress of implementation of the University Gender Action Plan and other EDI initiatives that is shared with the Governing Body and all staff.
- x. To support, promote and evaluate EDI-themed events within the University.
- xi. To liaise with the EDI function, Students' Union Equality Officer and Welfare Officer on EDI initiatives.
- xii. Other Working Groups established to address issues relating to equality, diversity and inclusion (not yet specified) will report to the Equality, Diversity and Inclusion Steering Group.

3. Meetings

Term of Office – 4 Years

- i. The Equality, Diversity and Inclusion Steering Group shall meet at least four times in each academic year and reports to the UPT.
- ii. The Equality, Diversity and Inclusion Steering Group shall meet at the request of the Governing Body or of the President.
- iii. The EDI function will make the necessary arrangements for the administrative requirements of the Equality, Diversity and Inclusion Steering Group, inclusive of the preparation of meeting agendas, briefing documents and minutes to be issued in a timely manner to members.

4. Membership

The Equality, Diversity and Inclusion Steering Group shall be comprised of a minimum of twelve and a maximum of twenty members drawn from an open call to UPT members /Heads of Department / Heads of Faculty/ Head of Function / CSM across the ATU.

Membership will be as diverse as possible, will be gender balanced (a minimum of 40% female and 40% male) and geographically representative of the university. Membership will comprise of representation from both academic and functional areas and will include representatives of Faculties, HR, Student Support Services, EDI.

A quorum shall be seven persons for meetings.

The Chairperson of the Equality, Diversity and Inclusion Steering Group will be the Vice President for Equality, Diversity & Inclusion and Online Development. In the absence of the Chairperson the meeting may appoint a chairperson for that meeting.

Members of the Equality, Diversity and Inclusion Steering Group may also be members of the Athena SWAN Self-Assessment Team.

The Equality, Diversity and Inclusion Steering Group may invite persons with specialist knowledge and representatives from staff fora to attend meetings for specific items as appropriate.

5. Reporting

The Equality, Diversity and Inclusion Steering Group will seek approval for actions from the UPT.

The Equality, Diversity and Inclusion Steering Group will report to UPT.