



Aston Equality, Diversity & Inclusion (E, D & I) Forum Terms of Reference

May 2018

1 Scope and Purpose of the E, D & I Forum

- 1.1 To ensure adequate representation of all staff and students, particularly those from minority groups.
- 1.2 To ensure that any issues are raised and addressed with the appropriate departments within the University.
- 1.3 To work with relevant University Departments and committees to develop and inform University policy as it relates to equality, diversity and inclusion.
- 1.4 To promote the voice and representation of all staff on campus, particularly those from minority groups.
- 1.5 To ensure that equality policies and agendas are informed by the experiences of relevant staff within the university.
- 1.6 To organise events and campaigns that raise the profile of E, D & I issues within the University.
- 1.7 To celebrate the diversity of staff within the university.
- 1.8 To send representatives to relevant events and meetings where an E, D & I presence is appropriate/required.

2 Term

- 2.1 This Terms of Reference is effective from 17/05/18 and will be ongoing until terminated by agreement between the parties.

3 Membership

- 3.1 The E, D & I Forum will comprise:
 - Director of HR
 - University Athena SWAN Lead
 - At least one representative from each School
 - At least two representatives from Professional Services
 - At least one representative from each Trade Union
 - At least one representative from relevant Staff Networks (e.g. LGBT+ Staff Network, Inspiring Women at Aston)
- 3.2 Any other interested individuals can request to join the Forum.

4 Meetings

- 4.1 Meetings will be chaired by Lauren Morgan, Chair of Aston LGBT+ Staff Network.
- 4.2 A meeting quorum will be three members of the forum.
- 4.3 Decisions will be made by consensus (i.e. members are satisfied with the decision even though it may not be their first choice). If not possible, the E, D & I Forum Chair will make the final decision.
- 4.4 The Chair will have responsibility for setting the agenda of any meetings.
- 4.5 Any member of the E, D & I Forum can propose an item for the agenda.
- 4.6 Meetings will be held monthly for an hour.
- 4.7 Actions from meetings will be noted by the Chair and circulated as soon as possible following the meeting.

5 Amendment, Modification or Variation

- 5.1 This Terms of Reference may be amended, varied or modified in writing after consultation and agreement by E, D & I Forum members.