



UK | DUBAI | MALAYSIA

## **Global Equality, Diversity and Inclusion 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 Equality, Diversity and Inclusion (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:
    - the EDI articulation of the Strategic Themes.
    - 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.
    - Scottish Funding Council (SFC)-stipulated requirements as necessary; and
    - 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 Global Equality, Diversity and Inclusion 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:
- a) Building flourishing communities.
  - b) Pioneering in education.
  - c) Excelling in research and enterprise; and
  - d) 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 Committee shall comprise:

- a) Global Director of HR (Chair)
- b) a representative from the Dubai campus
- c) a representative from the Malaysia campus
- d) a representative from the University Executive
- e) a representative of the Executive Deans as an Academic member of GOE
- f) a representative of the Professional Service Directors as Professional Service member of GOE
- g) a Trade Union Equalities representative
- h) a representative/s of the Trade Unions
- i) a representative of the Student Union/Association/Council (3 members to rotate attendance)
- j) the Assistant Principal (Access and Inclusion)
- k) the Assistant Executive Deans for Equality, Diversity and Inclusion from each School
- l) a faith representative (University Chaplain, University Imam and/or other)
- m) a representative from the Athena Swan Programme Management Board
- n) a representative the British Sign Language Steering Group
- o) a representative from the Reservists, Veterans and Armed Forces Families Working Group
- p) a representative from the University Accessibility Group
- q) a representative from Estates and Facilities
- r) Athena SWAN Partner
- s) Equality and Diversity Partner
- t) Equality and Diversity Advisor

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

- 3.2 The current members of the committee are:

- a) Penny McIntyre
- b) Matt Sukumaran
- c) Mushtak Al-Atabi
- d) Penny McIntyre and Chris Turney
- e) Sara Lombardo
- f) Fraser Muir
- g) Lena Bierman (UCU)
- h) Niall Keith (Unite) and Unison TBC

- i) Lilja Alam Piuli, Kevin Antony Sahayaraj, Pearlyn Tee
- j) Professor Gill Thomson
- k) EGIS - Elma Charalampidou  
EPS - Farnaz Mohsenpour  
SOSS - Jennifer Megs  
MACS – Thomas Methven and Mateja Prestern
- l) Jane Howitt
- m) Chris Turney
- n) TBA
- o) Amos Haniff
- p) Louise Sutherland
- q) Lorna Curtis
- r) Rhona Feist
- s) Sukhi Bains
- t) Saskia Hampton

#### 4. Equality, Diversity and Inclusion

- 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 necessary to transact business is a simple majority of members, or half plus one where there is an even number of members.
- 5.2 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.
- 5.3 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. Chair

- 6.1 The Chair of the Global Equality, Diversity and Inclusion Committee shall be a member of the University Executive. The Chair shall be the Global Director of HR.
- 6.3 In their absence, the Chair will nominate another member to act as Chair for the meeting.

#### 7. Frequency of Meetings

- 7.1 The Global Equality, Diversity and Inclusion usually meets at least 3 times a year.

- 7.2 Additional meetings may be held in order to meet business requirements at the request of the Chair of the Global Equality Diversity and Inclusion Committee.

## 8. Attendance at Meetings

- 8.1 The following officers are expected to be in attendance at meetings:
- a) Karen Nicol – Head of Reward and Wellbeing
- 8.2 Other officers and members of the University community may be asked to attend when appropriate, with the agreement of the Chair.
- 8.4 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. Reserved Business

- 9.1 There may be occasions when the Global Equality, Diversity and Inclusion 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 identified within the minutes.

## 10. Conflict of Interest

- 10.1 Where it is identified that a member of the Committee has a conflict of interest with respect to a matter, the Chair may, 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.
- 10.2 All instances of identified conflicts of interest shall be recorded in the minutes.

## 11. Reporting Procedures

- 11.1 The Committee will submit regular reports to the University Executive based on the Committee minutes. The Chair will approve the content of reports before release.
- 11.2 The Chair will report to the University Executive on any matters which the Committee considers ought to be brought to the attention of the University Executive and on any matters requiring the approval of the University Executive. These matters will be highlighted in the Committee's report.
- 11.3 The Committee's records (agenda, papers, 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) with the exception of information which is deemed to be covered by a specific exemption under the Act. Minutes and reports of the Committee will denote those areas of reported business which are deemed to fall within the designation of information which is 'exempt' under the FOI(S)A.

- 11.4 The Global Equality, Diversity and Inclusion 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:

- a) scope of work of the activity; and
- b) annual action plan for the activity.

- 11.5 The Committee will produce an annual report regarding progress against the University's EDI goals to be provided to the University Executive, for onwards transmission to the Staff Committee and the University Court.
- 11.6 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.
- 11.7 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).

## 12. Forward Planning

- 12.1 The Committee will maintain a forward agenda plan of its business.
- 12.2 The Committee will review its Terms of Reference and submit recommendations on them to the University Executive annually for approval.
- 12.3 The Committee will set its meeting dates two years in advance, aligned to the schedule of meetings of the University Executive.

## 13. Supporting Information

### **Groups feeding into the Committee**

- 13.1
- a) Athena Swan Project Management Board
  - b) British Sign Language Steering Group
  - c) Global Wellbeing Working Group
  - d) Reservists, Veterans and Armed Forces Families Working Group
  - e) Others as relevant and agreed by the Committee

### **Effectiveness and lifespan**

- 13.2 The effectiveness of the Committee will be reviewed informally each year.

### **Actions that may be taken by the Committee**

- 13.3
- a) Agree
  - b) Note
  - c) Receive
  - d) Consider

- e) Endorse
- f) Recommend
- g) Reject

**Minuting style**

13.4 Traditional/formal minutes in accordance with internal University guidance.

**Resources**

13.5 **Clerk** Ashley Beaton, Senior Governance Assistant

**Administrative support** Allocated from within the Secretariat

<b>Version</b>	<b>Amendments</b>	<b>Approved by</b>
V1	Original	22 February 2022
V2	<ul style="list-style-type: none"> <li>• Original 1.1 removed;</li> <li>• 3.1 Membership clarified;</li> <li>• Changes to membership;</li> <li>• 10.2 Minutes to the University Executive modified to be clearer;</li> <li>• 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.</li> </ul>	Approved subject to the changes agreed at the UE on 17 October 2023
V3		Approved at UE 23 January 2024
V4	<ul style="list-style-type: none"> <li>• New Template;</li> <li>• Membership Changes;</li> <li>• Continued..</li> </ul>	Approved by UE 28 April 2026