**Draft template**

**Directorate/Service Equality and Inclusion Committee**

**Terms of reference**

* Carry out any Directorate/Service level actions from the University’s Equality and Inclusion Action Plan.
* Respond to local recommendations on equality issues requiring action and, where appropriate, seek direction from the University’s Equality and Inclusion Committee.
* Act on recommendations from the University’s Equality and Inclusion Committee as they relate to the implementation of policy and good practice.
* Assess and periodically report progress against local equality action plans to the University’s Equality and Inclusion Committee.
* Disseminate information from the Centre (Equality Policy Unit, HR, University Equality and Inclusion Committee) to relevant Directorate/Service staff.
* Refer information and/or issues to the appropriate decision-making body for action or information.
* Leadership and management of practical project work to promote good practice or to explore local issues.
* Share good practice with other Directorates/Services.
* Promote equality of opportunity and tolerance across the Directorate/Service, its departments, for all students, staff and visitors.
* Discuss and develop any appropriate awareness and training opportunities.

**Frequency**

The Committee will meet three times a year, in line with the University Equality and Inclusion Committee, and will report activity to Directorate/Service Executive Committees.

**Membership**

Head of Directorate/Service (in the chair)

Directorate/Service Equality and Inclusion Co-ordinator (previously known as Diversity Officer)

HR Manager

Directorate/Service representatives

Equality Policy Unit representative

‘**everyone** included, **everyone** involved’