



Terms of Reference

Equality, Diversity & Inclusion Team

Section 1: Remit

Carlow College, St. Patrick’s (hereafter Carlow College) has joined a global community with a shared goal of addressing systematic inequalities and embedding inclusive cultures in higher education. The College acknowledges that equality, diversity and inclusion strengthens higher education communities. It recognises and values difference, in those we educate, employ and represent. The College strives to create a culture of inclusion, mutual respect and equal opportunities, both within the College community and also in its involvement with external stakeholders. The College is proactive in its approach to equality, diversity and inclusion.

The College’s Equality, Diversity and Inclusion Team (EDI) is responsible for the advancement of EDI by promoting equality and countering discrimination in all forms in the access, experience, progression and achievement of all students and staff. The EDI Team will ensure compliance with the Athena Swan Charter in Ireland and will promote the key principles on which the Athena Swan Charter is based with the aim of removing structural barriers, including, social, cultural and economic barriers, and addressing the gendered norms and stereotypes that prevent staff and learners from achieving their full potential.

Section 2: Membership

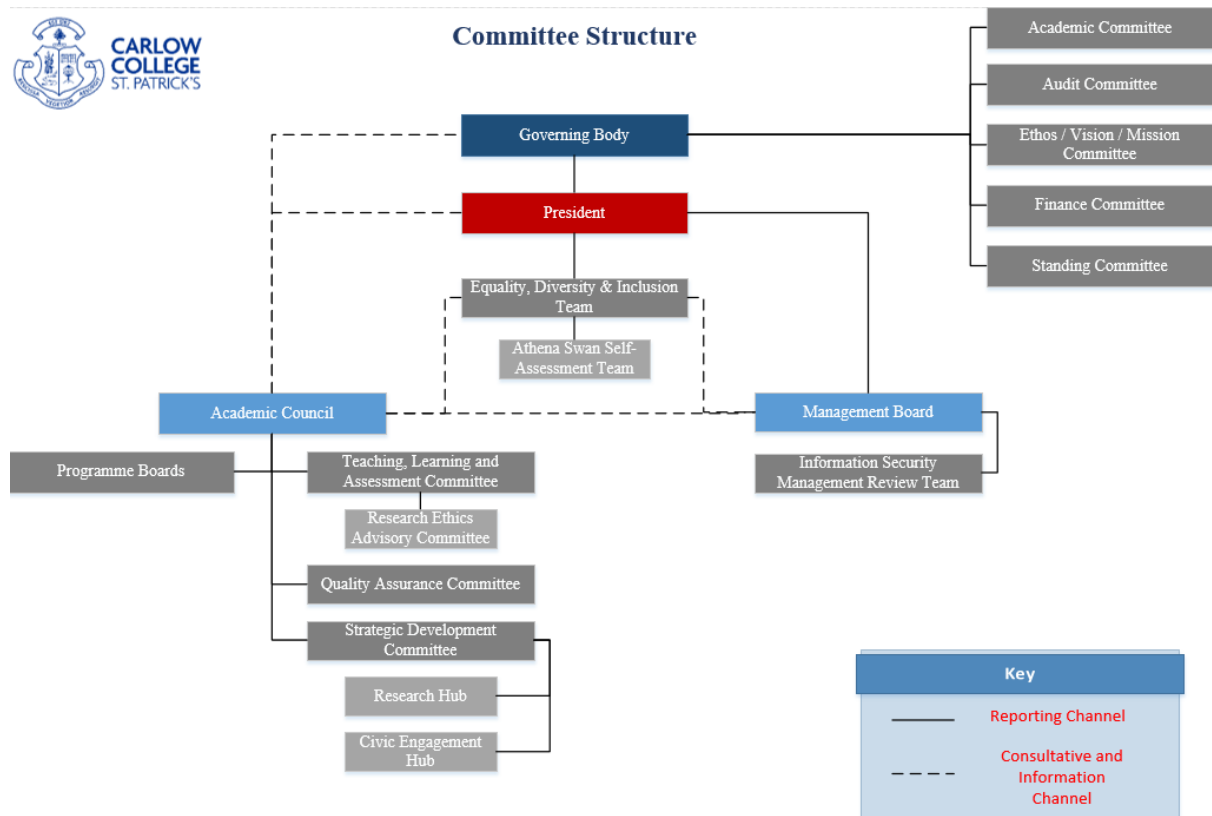
The membership of the EDI Team should ensure a fair and balanced equitable representation of staff and comprise a cross-section of departments including academic, learner representatives, professional and support staff and include both full-time and part-time staff. Furthermore, the Team should include individuals with knowledge, skills and experience in advancing EDI. Membership also requires a level of authority to be conferred on it in order to make action plans implementable within the College. To assist in embedding the EDI culture within the College, an invitation issued to all staff members to join the EDI Team.

The positions of the Chair and Secretary are decided by the Team and will serve for three years. Carlow College is committed to embedding EDI in all that we do, as such, the Chair of the EDI Team will be an *ex officio* member of the Academic Council; the Human Resources and EDI Manager is an *ex officio* member of the Management Board.

Function	Mode of Selection
Human Resources and EDI Manager	<i>Ex Officio</i>
College Vice President	<i>Ex Officio</i>

SU Representative, President	<i>Ex Officio</i>
SU Representative, Equality, Diversity and Inclusion Officer	<i>Ex Officio</i>
College Staff Members	<i>Volunteers</i>

Section 3: Reporting Structure



The EDI Team reports to the President and has a consultation / information line to both the Management Board and Academic Council. All members of the EDI Team will endeavour to embed, and promote, EDI in all other College committees of which they are members.

Section 4: Terms of Reference

The EDI Team's primary terms of reference are to:

- create and keep records of meetings adhering to the *Records Management Policy*;
- develop the decision-making process within the Team;
- establish a separate Athena Swan Self-Assessment Team from the membership of the EDI Team who will have responsibility for submitting an application for renewal of the Athena Swan Institutional Bronze Award;
- reflect on quantitative and qualitative data gathered to identify both challenges and opportunities with regards to EDI;

- respond to the findings of the above and establish equality-based priority areas and appropriate aspirations and targets;
- develop and coordinate relevant practices, activities and policies which support and enhance EDI and evaluate the effectiveness of same on an ongoing basis;
- in collaboration with the Self-Assessment Team, review the College's Action Plan to ensure actions are delivering impact against objectives, and revise the action plan in response to evaluation;
- assist the Chair of the EDI Team with preparing the annual EDI Report which is to be completed annually by 30 August and approved by the President at the EDI Team's first meeting of the Academic Year; and
- support all EDI initiatives under the direction of the HEA.

Section 5: Quorum

The quorum for a meeting shall be fifty percent plus one of the current membership of the EDI Team, one of whom shall be the Chair.

Section 6: Voting at Meetings

All decisions of the EDI Team shall normally be carried by consensus. However, where this is not possible, a simple majority of votes shall decide, and in the case of equality of votes, the Chair shall have a second or casting vote.

Section 7: Frequency of Meetings

The EDI Team will meet once per month during the Academic Term or more frequently as necessary.