

## **Equality, Diversity and Inclusion (IADT) Committee**

In 2020 the Governing Body of IADT established an Equality, Diversity and Inclusion (EDI) Committee to assist the Institute in its duties of promoting equality. The Committee's Terms of Reference and functions are set out below.

### **Terms of Reference**

The Institute recognises the promotion of equality of opportunity and respect for diversity in all aspects of the Institutes activities as a significant contribution to good governance.

These Terms of Reference will be revised annually by the Governing Body following recommendations from the EDI Committee 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 through the EDI Committee.

### **1. Purpose**

To assist the Governing Body in fulfilling its oversight responsibilities in ensuring a good governance structure and to provide leadership and accountability for equality, diversity and inclusion in all aspects of the Institute's activities.

### **2. Functions**

It shall be the function of the EDI Committee to:

- (i) Advise the Governing Body on its statutory obligations and best practice in relation to EDI matters.
- (ii) Review and advise on the Institute's EDI policies and procedures and monitor the implementation of these.
- (iii) Make recommendations on the development and implementation of an EDI action plan for staff and students.
- (iv) Request and/or receive reports relating to EDI on any activities of the Institute.
- (v) Raise awareness on the importance of EDI to the Institute and wider society.
- (vi) Have oversight of the operation of the Athena SWAN processes within the Institute – devolving operational matters to the Athena SWAN self-assessment team (SAT). The Athena SWAN SAT will report to the EDI Committee.
- (vii) Have oversight of other strategic EDI initiatives within the Institute, including but not limited to the Senior Academic Leadership Initiative (SALI), the Public Sector Duty and Colleges of Sanctuary, and all other initiatives and recommendations as requested by the Department of Further and Higher Education, Research, Innovation and Science (DFHERIS).

- (viii) When necessary, the EDI Committee may, subject to the approval of the Governing Body, establish to Sub-Committees to focus on specific EDI issues.
- (ix) The EDI Committee may request the President to commission such reports and to seek such advice as is necessary for the completion of the work of the Committee.
- (x) The EDI Committee shall annually review these Terms of Reference with recommended changes brought before the Governing Body for approval.
- (xi) The EDI Committee shall annually review its own effectiveness, and report the results of that review to the Governing Body.

### **3. Meetings**

- (i) The EDI Committee shall meet at least twice in each academic year and may call such additional meetings as may be required to complete the business of the Committee.
- (ii) The EDI Committee shall meet at the request of the Governing Body or of the President.
- (iii) The Secretary to the Governing Body, the Secretary/Financial Controller of the Institute, will make the necessary arrangements for the administrative requirements of the EDI Committee, inclusive of the preparation of meeting agendas, briefing documents and minutes to be issued in a timely manner to members.
- (iv) Meeting agendas will be prepared and provided 5 working days in advance to members of the EDI Committee together with appropriate briefing materials.
- (v) Minutes of meetings will be prepared and issued in a timely manner to members of the EDI Committee.
- (vi) The minutes approved of the EDI Committee meetings will be furnished to Governing Body members for consideration at the next Governing Body meeting.
- (vii) The Chair of the EDI Committee will provide a brief update to the Governing Body following each meeting.

### **4. Membership**

- (i) The EDI Committee shall be comprised of 12 members. The membership shall be as follows:

#### **Members appointed by Governing Body:**

- 3 Governing Body members, 1 of whom will be the Chair
- An external member, whose term of office shall be four years

#### **Ex officio Members:**

- President

- EDI/Sexual Violence Prevention Manager
- IADT Student Union Welfare & Equality Officer

**Members appointed by the EDI Committee:**

- 3 staff members: 1 nominated from Registry, 1 from among Academic Staff, 1 from among PMAS staff.
- 2 students, 1 representing each Faculty (one of whom must be male)

The EDI Committee will be provided with a secretariat function by the Secretary to the Governing Body, the Secretary/Financial Controller of the Institute: Bernard Mullarkey.

- (ii) In appointing members to the EDI Committee, the Governing Body shall have regard to the requirement of gender balance (40% female and 40% male), as well as awareness of the principles of equality and non-discrimination across all nine grounds in Irish legislation and will endeavour to support the membership of under-represented groups.
- (iii) Where the EDI Committee members do not have sufficient knowledge or experience in a particular area, the EDI Committee may invite persons with relevant expertise to attend meetings.
- (iv) A Quorum shall be 50% of the membership.
- (v) The EDI Committee can continue to operate notwithstanding any vacancies that arise.