SCCA EDI Committee – Principles and Set-up

~DRAFT May 2022~

1. **Purpose and remit of the SSCA EDI Committee**

   The School of Culture and Creative Arts EDI Committee acts as an ambassador, supporting the school's commitment to advancing Equality, Diversity and Inclusion (EDI) in all our research, teaching, learning, administrative and professional activities. The Committee leads and supports our community of staff and students in working towards achieving its EDI goals, including those relating to specific institutional aims and projects. Currently, the Committee exists to oversee the implementation of the Athena Swan Action Plan, and to support the institution in the implementation of the Understanding Racism, Transforming University Cultures (2021) Action Plan.

   The remit of the EDI Committee, broadly conceived, is to identify and amplify good practice as well as areas of improvement; to lead on strategic initiatives within the School; and to lobby for change in the wider College and University as appropriate.

   The EDI Committee does not make direct decisions on policy within the School, College or University. It is not an active mediator for specific claims or disputes made relating to Equality, Diversity and Inclusion on campus, however it may be able to provide information and guidance relevant to specific disputes and grievances.

2. **Underlying Principles**

   The SCCA EDI Committee strives to be inclusive in its strategic priorities, set-up, relationships and ongoing operations. It recognises key underlying principles of EDI work more broadly, e.g. the need for protected spaces for conversation; the need for certain tasks/conversations to be led by, or centrally involve, individuals with specific lived experiences; the need for meetings to be accessible and inclusive; the need for conversations to invite a diverse range of voices and to foreground marginalised voices where possible; the need for contributions, including people's time and energy, to be treated with fairness and respect; and the need to work in a transparent manner and to hold the ourselves accountable to the communities we seek to serve.

   The principles and set-up outlined in this document have been developed based on these underlying principles. However, we recognise that we will not always get it right. We commit to continuously reflect on how the ways we set up and execute our work align with our principles, and to make revisions where appropriate.

3. **Membership for Committee and Working groups**

The SCCA EDI Committee comprises the Committee Co-Chairs, five representatives of SCCA professional services, one technician and one academic representative from each Subject Area.

The EDI Committee will have Co-Chairs who are appointed by the Head of School via a process of seeking interest from individuals across the school

EDI Committee members will be appointed for two academic years. Appointments will be staggered so that only half of the Committee membership starts in any given year.

This set-up is chosen to correspond to other School committees. However, in line with the underlying principles outline in Section 2, some of the EDI Committee's work will need to be led by, or at least undertaken with, a broader and more diverse range of individuals than a conventionally constituted committee might offer.

The EDI Committee will therefore undertake the majority of its work in Working Groups. Working Groups will comprise members of the EDI Committee as well as other members of the SCCA, College or University community or externals whose expertise or lived experience is relevant to the respective Working Group's tasks.

Working Groups and their tasks will be decided by the EDI Committee at the beginning of each academic year, in line with the Committee's strategic priorities. If circumstances change, Working Group set ups, tasks or priorities might be adapted accordingly.

The opportunity to join Working Groups will be advertised to SCCA members via email. EDI Committee members will approach potential Working Group members within and outside UoG as appropriate. Working Groups should be short in duration (one academic year or shorter) and the expected time contribution clearly stated to any non-Committee members recruited onto a Working Group. Students will also have an opportunity to join working groups depending on priorities and activities decided.

Where UoG-external experts are invited onto Working Groups and where those experts are not in a salaried position the remit of which can be considered to include working with the SCCA EDI Committee, the default expectation is that those external experts would receive an honorarium for the time and expertise contributed to the Working Group.

The constitution of a Working Group will be decided by the EDI Committee members on the respective Working Group in collaboration with the EDI Committee Co-chairs.

4. Decision making

As per Section 1, the purpose of the EDI Committee is to advocate, amplify and support. The Committee decides on how that remit is pursued.

At the first meeting of the academic year, the Committee decides on its priorities for the academic year and on the Working Groups that will undertake the work in pursuit of these priorities. These decisions are expected to be made with consensual majority votes.

Changes to priorities, Working Groups or other aspects of the Committee's programme of work can be discussed and decided upon during the academic year where appropriate. These decisions are also expected to be made with consensual majority votes.

The EDI Committee Co-chairs have budgetary responsibility for a budget allocated by the Head of School. The Co-chairs are expected to use this budget in support of the strategic priorities as decided by the Committee. The Co-chairs decide on the allocation of budget in in consultation with the Committee.

5. Reporting and Accountability

Mirroring the arrangements for other School committees, the EDI Committee reports into the School Management Team via its Co-chairs. The EDI Committee co-chairs should be invited to SMT meetings to update on the work of this committee. EDI will be a standing item on the SMT agenda. The Co-chairs or one of their nominees will attend SMT meetings.

The EDI Committee compiles a brief annual summary of its activities. This summary is published on the EDI Committee's website and free to access for anyone inside and outside the University. The summary reports on the strategic priorities the EDI Committee set itself, the Working Groups set up and the activities undertaken.

6. Ways of Working

Meetings of the EDI Committee and Working Groups are expected to take place during regular core work hours of 10AM-4PM, following recommendations from the EDI Committee's 2020-22 Working Group for Health and Wellbeing.

To make the meetings as inclusive as possible, the Committee will further

- hold Committee meetings online and use captioning/recording functions as appropriate;

- attempt to vary the days on which meetings and events are held (to reduce clashes with other regular commitments members might have);
- have a rotating chair for committee meetings;
- make reasonable adjustments for access as required by Committee members (with a view to members using screen reader technology, the Committee will specifically clarify the use of chat functions during meetings);
- generally adhere to the guidance on good working practices compiled by the Committee's 2020-22 Working Group for Health and Wellbeing.

7. Communications within the Committee and with the School

Outside meetings, communication within the EDI Committee is undertaken via email, supported by MS Teams.

EDI Committee members who act as representatives from Subject Areas and Professional Service report to their colleagues on the Committee's activities, discussions and recommendations. The EDI Committee recommends that Subject meetings and SCCA Admin Team meetings have a standing agenda item "Report from EDI Committee".

To capture relevant information from Subjects and SCCA Admin Team, EDI Committee meetings have a standing agenda item "Reports from Subjects and Professional Services".

8. A note on the document

This document was produced by the 2020-2022 Governance Working Group, comprising Dr Rohit Dasgupta, Dr Iain Findlay-Walsh and Professor Doris Ruth Eikhof. It is based on a total of 12 meetings between December 2020 and April 2022, including consultations with professional service staff and external EDI expert Deborah Williams, and consultation of the EDI Committee, including circulation of draft documents.