**Newcastle University Gender Equality Group – Terms of Reference**

Newcastle University is committed to gender equality as outlined in the [EDI Strategy](https://www.ncl.ac.uk/media/wwwnclacuk/whoweare/files/NU%20-%20EDI%20Strategy%2028022020%20FINAL%20w.Logo.pdf). The Gender Equality Group (GEG) aims to incorporate EDI strategic priorities into their gender-based initiatives. This includes a commitment to foster an inclusive culture, eliminate barriers to advancement, embed equality, diversity and inclusion across the University, ensure access to education and research, and to positively engage with communities.

The GEG was originally referred to as the Athena Swan Self-assessment Team (AS SAT): this group has changed name to the Gender Equality Group (GEG) to reflect the broader gender-based initiatives carried out by the group beyond their existing commitment to the institutional AS charter.

The terms of reference for this group are given below.

**Terms of Reference**

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| **Purpose** | The role of the GEG is to identify, oversee, and review gender equality work within the institution.  The GEG will provide oversight and direction to our gender equality work, ensuring new actions are identified and prioritised alongside the implementation of the AS action plan. The GEG will also receive updates from the relevant delivery teams, discuss work of the EDI networks, and promote gender equality work more broadly at the Institution. |
| **Meeting frequency and duration** | Meetings will be held four times a year and each last for 1.5 hours unless in exceptional circumstances when 2 hours may be needed. |
| **Members** | Judith Rankin (co-chair)  Lisette Nicholson (co-chair)  The chairs are responsible for setting the agenda and making sure it is followed during the meeting. The chairs will also ensure that all members can contribute, and the meeting remains within the group’s terms of reference.  Admin support will be provided by the EDI Charters Adviser.  Minutes capturing the key discussion points and actions (including timelines) will be produced and meeting documents will be circulated at least one week ahead of the meeting.  Members are expected to attend all meetings; appropriate delegates can attend in the member’s place following discussion with one of the chairs.  Membership comprises of stakeholders to the AS action plan and broader gender-based initiatives.  Additional colleagues may be invited to attend meetings as and when required for individual items.  Members:  Dean of EDI  Director of People, Engagement & Culture  Head of EDI  EDI Director FMS  EDI Director HASS  EDI Director SAgE  EDI Adviser (Data Insights and Projects)  EDI Charters Adviser  Co-Chair of Rainbow @ NCL/Lecturer, Psychology  Representative from NU Women  Head of Internal Communications  Examination & Awards Manager  Student Sabbatical Officer  Senior Lecturer, School of Medicine  Chair of Technet/Deputy Head of Infrastructure  OD Lead - Strategic Projects |
| **Responsibilities** | All members will be expected to provide items for the agenda, read meeting minutes ahead of the meeting and contribute to discussion at the meeting.  The role of the GEG is to identify, oversee, and review gender equality work within the institution. The GEG will create activity for members to take away and complete with their respective teams. This could be in relation to the AS action plan or broader gender-based initiatives. |
| **Terms of Reference** | * Develop and implement strategies and policies to meet the University’s objective of addressing gender equality. * Provide a forum for the sharing of best practice from within and outside the University. * To monitor progress against the AS action plan and broader gender equality initiatives. * To identify any additional resource requirements (e.g. budget) to support the delivery of actions, which would not ordinarily be allocated within the normal business operations of the teams leading on the work. * Support a coordinated University approach to the preparation and submission of applications to the AS Charter. * Monitor application progress and consistency. * Develop effective communication and engagement plans to embed gender equality across the University. * Undertake consultation and provide a forum for the sharing of best practice from within and outside the University. |
| **Governance** | The GEG will report into the UEDIC through the chairs. A report on progress with the AS action plan will be presented to University Executive Board annually. |
| **Review date** | The GEG Terms of Reference will be reviewed annually. |

Judith Rankin, Lisette Nicholson

[date ToR agreed 25.4.24]

[date of first review 25.4.26]