

## Terms of Reference

School of Sport & Exercise Science: Respect, Inclusion, Diversity & Equity (RIDE) Panel

### 1 Purpose

To be responsible for the development and implementation of Respect, Inclusion, Diversity & Equity strategy, ensuring all members of the School (staff & students) are provided with ongoing support and training, are treated fairly and are provided with equity of opportunity.

### 2 Role

The RIDE Panel should carry out the duties below as appropriate.

- 2.1 To support the School to increase RIDE awareness.
- 2.2 To monitor progress against RIDE objectives, Athena SWAN action plan and any associated targets.
- 2.3 To provide staff and students with increased knowledge and confidence around RIDE.
- 2.4 To promote examples of RIDE across the School, from identifying priority areas to disseminating information and overseeing the implementation of positive action.
- 2.5 To provide staff and students with resources and guidance that are current and practical.
- 2.6 To ensure that communication about RIDE is effective, appropriate and raises awareness about the Schools progress.
- 2.7 To use networks (e.g., staff networks and JMSU) to facilitate best practice between the School and the wider University.
- 2.8 To work with the HoS and SMT to ensure that appropriate RIDE training is provided to staff.
- 2.9 To ensure panel members review and influence the Schools RIDE aspirations.

### 3 Authority

- 3.1 The panel has the delegated authority to review existing processes for ensuring the suitability and effectiveness of the School's RIDE strategy and monitor the Athena SWAN Action Plan.

### 4 Reporting

- 4.1 The Chair shall report to SMT, Faculty EDI panel (SEDIP) and institutional Athena SWAN working group regularly.
- 4.2 The panel will produce annual reports on staff and student data within the School, staff and student RIDE survey outcomes and a log of activity. These reports will be shared with SMT.

### 5 Frequency of Meetings

- 5.1 The panel shall meet bi-monthly as standard, with additional meetings as required.
- 5.2 Working groups will meet bi-monthly in preparation for whole team meetings. These meetings can be supported by the Chair or deputy chairs and other relevant staff/students as appropriate.
- 5.3 Additional deliberations may be conducted via e-mail or using Microsoft Teams between meetings, as required.

### 6 Membership and Voting

- 6.1 Recruitment onto the panel will be through open recruitment, for staff and students.
- 6.2 The panel will comprise staff and students who will reflect a broad cross-section of experience, role, and grade. Gender diversity should ideally closely match the composition of the School with broad representation of other protected characteristics, where possible.

- 6.3 The Chair and co-Chairs will rotate meeting coordination, as appropriate.
- 6.4 The panel will rotate members who take minutes at the meetings; these should be uploaded to Microsoft Teams within one week of the panel meeting.
- 6.5 Apologies should be forwarded to the Chair prior to meetings.
- 6.6 Attendance will be monitored, in line with best practice, to ensure member engagement and equitable distribution of tasks.
- 6.7 The LJMU EDI team may attend panel meetings.
- 6.8 Appointed staff members shall normally hold post for an Athena SWAN cycle (~4/5years); however, staff rotation can be arranged when required/requested. Student membership will be more transient.
- 6.9 Staff members will be eligible to renew their membership subject to approval by the Chair and their line manager. PGR members should seek support from the Chair and their lead supervisor.

## **7 Decision Making**

- 7.1 If any decisions are required, these must be decided by at least a majority decision. Every member shall have one vote and in the case of an equity of votes, the Chair of the meeting shall be entitled to a casting vote. These must then be presented/submitted to the SMT of the School for approval.

## **8 Other**

- 8.1 The Chair shall review the panel's performance, constitution, and terms of reference annually to ensure it is operating at maximum effectiveness and make any changes it considers necessary.

## **9 Workload**

- 9.1 Current workload allocation affords 50h to the Chair of the Panel and a further 50h to be distributed amongst staff. By consensus, these 50h are distributed amongst the co-chair and working group leads.
- 9.2 The roles of RIDE panel members are valued by the school and noted in PDPR process as of Summer 2022.
- 9.3 The chair and co-chair feel strongly that this should be recognised in workload and not deemed as academic citizenship/civic contribution. This has been escalated to FMT.