



TERMS OF REFERENCE AND MEMBERSHIP

LJMU STAFF CULTURAL DIVERSITY NETWORK (BAME STAFF NETWORK)

CO-CHAIRS:

Professor Rafid Al Khaddar

(Head of Civil Engineering, FET)

Dr Atif Waraich

(Head of Computer Science, FET)

1. STRATEGIC CONTEXT

The University Cultural Diversity Network (AKA: Black, Asian & Minority Ethnic or BAME Staff Network) supports the strategic aim of being a University where each person is respected equally, and where diversity is embraced.

The group will meet regularly as a staff support network and also assist the University with reviewing progress against the University's Race and Religion/Beliefs Equality Objectives and to share best practice.

The University recognises that Race and Religion/Belief discrimination harassment and victimisation may be experienced in a number of ways, including day to day interaction with colleagues, peers, visitors and staff.

2. GENERIC RESPONSIBILITIES

- To ensure that the activities and decisions of the Work are aligned with the priorities contained within the LJMU Strategic Plan 2017 - 2022
- To ensure that Race and Religion/Belief equality and diversity matters are fully considered, addressed and embedded within the activities and decisions of the network
- To identify risks and opportunities associated with the proposals, decisions and other activities which fall within the remit of the network
- To ensure terms of reference are reviewed on an annual basis along with the Network Group's effectiveness
- To ensure any changes to the terms of reference are reported to the relevant parent committee for approval
- To ensure the network complies with the standards and guidelines provided by the University's Secretariat for reporting and presentation
- Any other generic responsibilities, aims and objectives

3. SPECIFIC RESPONSIBILITIES

The Cultural Diversity (BAME) Staff Network has specific responsibility as follows:

- Provide a safe and confidential environment to meet other BAME Academic and Professional Services staff and share experiences, opinions, concerns and ideas
- Provide opportunities to inform and influence the University's policies about BAME academic and support staff
- Provide creative and clear pathways to encourage promotion to higher grades
- Help create a culturally inclusive campus
- Signpost information about research and policy development
- Discuss, question, challenge and take action to promote race equality and diversity

Objectives:

- To ensure the voices of BAME Academic and Professional Services staff are actively engaged and respected
- Help inform, influence and challenge LJMU Race Equality Policy
- Utilise current statistics to identify gaps and under-representation within the staff make-up of LJMU
- Provide representation to University committees, recruitment and consultations activities as required
- Provide additional opportunity for Continuing Professional Development through the LJMU Leadership Programme, workshops, coaching and mentoring to aid career planning and promotion prospects
- Invest in social and cultural spaces for members to support and empower one another
- Improve awareness of the challenges faced by BAME employees at LJMU and take necessary steps to address them
- Promote a culture of inclusivity
- Provide information and resources via the Equality and Diversity website and signpost BAME Academic and Support staff to other sources of support and guidance within LJMU
- To work with the Equality and Diversity Team, student BAME groups and the LJMU Equality, Diversity and Inclusivity Committee to organise Black History Month programmes and other celebrations and awareness raising events
- Access the POD statistics on BAME staff on a yearly basis to inform and advice on future projects and see if progress is being made

Mode of Operation:

- The forum will meet between 2 to 3 times each year or as when required
- The forum will report to the University-wide Equality, Diversity and Inclusivity Committee
- The forum will provide a spokesperson to attend the Equality, Diversity and Inclusivity Committee as at when required
- The forum will be self-determining and self-managing

Membership:

- The Forum will be open to all LJMU/JMSU Academics and Professional Services staff whom identity as Black, Asian or Minority Ethnic (BAME) who are willing to make a commitment to the group and the role and responsibilities of membership.
- Equality Allies will be invited to attend specific meetings per year and encouraged to engage with all network related events.

Role and Responsibilities of Membership:

- To take a proactive role in the Group
- To contribute to projects, initiatives or activities agreed by the forum
- To contribute to and monitor the University Equality and Diversity Action Plan
- To contribute to LJMU Equality and Diversity Policies and Practices
- To promote LJMU Equality and Diversity Campaigns e.g. Thematic Equality Events
- To contribute to the University Equality Impact Assessments
- To regularly attend meetings
- To respect confidentiality

Role and Responsibility of the Chair:

- The Chairperson has a strategic role to play in representing the vision and purpose of the network. The Chairperson ensures that the network functions properly, that there is full participation at meetings, all relevant matters are discussed and that effective decisions are made and carried out.
- To plan and run meetings in accordance to the ToR.
- To bring impartiality and objectivity to meetings and decision-making.
- To work closely with members to provide leadership to the Network.
- To keep an overview of the Network's affairs.
- To communicate effectively the vision and purpose of the Network.
- To advocate for and represent the Network at external meetings and events.
- To be aware of current issues that might affect the Network.
- To produce an annual report detailing activities and advances in the previous academic year.

4. CONSTITUTION

The constitution of the Network/Working Group is detailed below:

a. Reporting and Membership

Reporting to:	LJMU Equality, Diversity and Inclusivity Committee
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Reporting Committees:	N/A
Working Panels/Groups:	N/A
Receive minutes and selected papers from:	N/A

	Representative	Title and Name
Co-Chairs	Professor Rafid Al Khaddar Dr Atif Waraich	Head of Civil Engineering, FET Head of Computer Science, FET
Network Officials	Dr Shaqil Chaudary Dr Denise Lee Dr Olatunde Durowoju Dr Virendra Mistry Dr Nicola Koyama	Pharmacy and Biomolecular Sciences, SCS Civil Engineering, FET Liverpool Business School, LBS Teaching and Learning Academy School of Biological and Environmental Sciences, SCS
Secretary	Holly Xian Nicholls <i>(Acting-secretary until new appointment is made)</i>	Equality & Diversity Project Support Officer
Consultant	Dr Fyaz Ismail	Pharmacy and Biomolecular Sciences
EDI Advisors	Moni Akinsanya Holly Xian Nicholls	Equality, Diversity & Inclusion Manager Equality & Diversity Project Support Officer
Members	The Forum will be open to all Black, Asian & Minority Ethnic (BAME) staff of LJMU who are willing to make a commitment to the group and	

	<p>the role and responsibilities of membership.</p> <p>Equality Allies (whom will be invited to specific meetings per year) and representatives from other regional, cross sector Cultural diversity Networks (For example, representatives from Association of Black Academics), may be invited to attend specific meetings per year.</p> <p>Other members determined by the network.</p>	
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The network will be empowered to co-opt further members with specialist knowledge, to assist as necessary, and to invite guest speakers to make presentations on specific topics.

The group will invite interested parties to attend meetings or those parts of meetings of relevance to them.

b. EDI Involvement

The EDI Team will help with coordinating the activities of the network, organising events as well as identifying appropriate speakers.

c. Quorum

To ensure that the network is quorate, meetings will only proceed if the Chair or Vice/Co-Chair and three (3) other members of the group are in attendance.

d. Frequency

The group will meet at least two times per year and as when required.

APPROVED BY EQUALITY, DIVERSITY AND INCLUSIVITY COMMITTEE:
[INSERT DATE]

DATE OF NEXT REVIEW: [April 2021]