**Terms of Reference for PML’s Equity, Diversity and Inclusion Committee**

**Background**
PML’s strategy 2020-2025 includes an ambition under the Social Responsibility pillar to engage and support our broader community, both scientific and the wider public. This includes a commitment, outlined in our Equity, Diversity and Inclusion policy to providing an inclusive environment that is welcoming and supportive for all members of our community to work and study, free from discriminatory policies and practices where all staff, students, visitors and job applicants are treated only on the basis of their merits, including abilities and potential.

**Purpose of the Equity, Diversity and Inclusion Committee (EDI)**

The purpose of the EDI Committee is to monitor the effectiveness of the EDI operating objectives and action plans and related policies and provide advice and recommendations to SMT in relation to identifying and reducing inequality through:

* Eliminating discrimination, harassment and victimisation
* Advancing equality and equity of opportunity
* Fostering good relations

The EDI reports into SMT, providing progress reports and where appropriate, recommendations for proposals and investment.

The Committee will be responsible for:

* Providing input into policies and procedures relating to equity, diversity and inclusion.
* Supporting the development of operating objectives and action plans to promote equity amongst employees and students from underrepresented groups.
* Reviewing progress against action plans.
* Encouraging and assisting Heads of Science / Heads of Group in the effective implementation of equity and diversity policies and procedures.
* Supporting the effective dissemination and promotion of PML’s equity, diversity and inclusion policies and procedures.
* Contributing to the production of an annual EDI report.
* Promoting PML’s Core Values.

**Meetings**

The EDI Committee should aim to meet at least twice annually although more frequent meetings may be called if necessary to deliver specific tasks. It is the responsibility of the EDI Committee chair to decide on the frequency of meetings, following consultation with members.

**Membership of the Committee**

The committee will pay due regard to membership, ensuring where possible that members represent a wide range of employees across science and operations, together with students. The aim will be to include a gender balance, and will encourage individuals from underrepresented groups to participate, where possible.

Nominations will be invited from the groups below, and members will be expected to serve for a period of up to three years. Training will be provided.

The role of the Chair will initially be held by the Head of Human Resources and will agree to serve an initial two-year term renewable upon agreement of the committee and Chief Executive.

The role will be to chair the meetings of the EDI Committee and take overall responsibility for agreeing the activities and direction of the group. The Chair will represent the group, or ensure appropriate representation, at the highest levels including but not restricted to, external meetings.

The HR Administrator will provide support for the committee, including keeping records of actions and action owners, organising meetings and collating the agenda.

Membership of the committee will be reflected within the PDR process as part of an employee’s forward job plan. It is expected that sufficient time will be allowed for members to actively participate, including preparation and attendance at meetings.

**Membership**

Head of Human Resources (Chair)

HR Administrator (administrative support)

Representative(s) from Science areas

Representative(s) from Operations areas

Head of Group

Head of Science

Head of Post Graduate Studies

PML Applications representative

Student representative

Prospect Representative

**Frequency of Meetings and Reporting Structure**

The Equity, Diversity and Inclusion Committee shall meet at least twice a year and report accordingly to the SMT**.**

**Prepared by Julia Davy, Head of Human Resources**

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