

SIMS Development, Diversity, and Inclusion Committee

Terms of Reference

19.12.2023 (HL, SJ)

Purpose of the Committee

- Make recommendations to School SEC on the strategic direction, priorities, and objectives for DDI in the School, recognising that DDI impacts upon everyone within the School and the wider Faculty
- Support the delivery and implementation of the DDI strategy, priorities, and objectives, ensuring alignment with other relevant strategies and the Faculty aims and objectives.
- Develop and agree a programme of DDI work and an annual SIMS DDI Action Plan, monitoring, and reporting on progress against the plan.
- Develop a plan of projects and initiatives to progress DDI within School.
- To monitor progress and report annually on the Equality, Diversity and Inclusion aims and objectives to FoLSM People and Culture Team.
- Commission and review data (qualitative and quantitative) and reports to monitor the School's performance against its DDI strategic objectives, King's Performance Indicators (KPIs) and plans.
- To monitor relevant internal and external developments to inform future DDI strategy and policies, making recommendations as appropriate to School SEC.
- Encourage and support DDI initiatives coming from all parts of the University.
- Support and monitor DDI communications, and engagement.
- Align with and support the delivery of FoLSM DDI Communications Calendar, e.g., help with annual FoLSM Harold Moody Lecture, International Women's Day events, Black History Month events
- To create sub-committees and/or initiate working groups as required to progress aims and objectives.

Committee Composition

Ensure that the Committee is representative of different job types, career stage, FTE, and protected characteristics. See composition: <https://www.kcl.ac.uk/research/sims-ddi>

Quorum

A quorum of the DDI Committee will comprise a minimum of 40% of its members including the DDI Lead (or deputy) and excluding co-opted members.

Frequency of Meetings

The SIMS DDI meetings take place online 5-6 times a year (every second month), the second Monday from 10.30am-11.30am.

Procedure

In addition to the above membership, individuals from outside the Committee will be invited to attend for relevant agenda items.

DDI Lead of the DDI Committee will allocate a deputy Chair in the event of their absence.

Attendance

Committee members are expected to attend 80% of meetings where possible and take responsibility for initiatives and projects.