HEE North West Office

EQUALITY, DIVERSITY and INCLUSION NETWORK

TERMS OF REFERENCE

1. OBJECTIVES/SCOPE

The aim of the Equality, Diversity and Inclusion Network is to support the delivery of HEE's work on equality, diversity and inclusion (EDI) which seeks to ensure that all postgraduate trainees in medicine, dentistry and public health are treated in a fair and inclusive manner which enables them to reach their full potential and feel a valued member of their team. HEE is committed to ensuring that all trainees are treated with dignity and respect and are able to learn in a supportive environment in which diversity is valued. Any potential barriers to successful completion of training are proactively identified to ensure that protected and non-protected characteristics do not have an adverse influence on the outcome. The Network will implement the Strategy through a number of workstreams:

- Educator development

- Quality improvement

- Content creation

- Champion Network

- Research

In addition, the purpose of the Network will be to:

- Enable networking between trainees with similar or complementary interests, and similar or different protected and non-protected characteristics

- Promote a trainee-led approach to the delivery of EDI and empower marginalised groups to be part of the solution to problems they have encountered

- Develop educational and leadership skills in trainees from marginalised and under-represented groups

- Be open to anyone who has an interest in EDI, rather than only those with a narrow range of protected characteristics

- Enable educators to become involved by providing support to trainee-led projects

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2. MEMBERSHIP

Open to all trainees and trainers in post-graduate medicine, dentistry and public health. Members are encouraged to provide a paragraph about themselves and their interest in EDI, with any other relevant information such as specific skills or experience. This will be displayed along with their name, grade, specialty and contact details on the Network Sharepoint to enable networking between members. Members are also encouraged to indicate which workstreams they are interested in participating in. They are also encouraged to write one short reflection annually on their involvement in the EDI Network. This can then be used at ARCP as evidence of involvement (or appraisal for consultant members), along with any outputs from their work.

Members will be offered the opportunity to attend one meeting annually.

3. REPORTING ARRANGEMENTS

The Equality, Diversity and Inclusion Network is accountable to the EDI Strategic Oversight Group, which in turn reports to the Dean's Senior Team of the PGMDE department and will report relevant matters to the Quality Committee.

4. FREQUENCY OF MEETINGS

The Network will meet annually, with trainees granted leave to attend

5. MINUTES AND AGENDA

The agenda will be determined by the Chair. Agenda items must be submitted to the Chair or nominated deputy 5 working days prior to the meeting date to enable circulation of papers prior to the meeting. Minutes will be produced and circulated within 10 working days of the meeting.

6. TERMS OF REFERENCE REVIEW DATES

The TOR will be reviewed after 12 months and annually thereafter.

Clare Inkster March 2021