

# Equality, Diversity and Inclusion Network

## Terms of Reference

### 1. The College's Mission Statement

The Royal College of Pathologists' mission is to: advance the science and practice of pathology; further public education in the field of pathology; and, promote study, research and innovation in pathology and disseminate results.

### 2. Purpose

The Equality, Diversity and Inclusion (EDI) Network is commissioned by Trustee Board to promote and provide advice to the College on matters of equality, diversity and inclusion at the College and for the College membership.

### 3. Oversight Responsibilities

- The Network will be an open forum to discuss matters of equality, diversity and inclusion pertaining to the work of the College and to the practice of pathology.
- The Network will scope opportunities to promote equality, diversity and inclusion .
- The Network will report to Trustee Board on matters relating to diversity at the College. This will be within any budget parameters and resource limitations of the College.
- The Network will provide advice and information to Trustee Board, Senior Management and College Council to inform programmes and projects that will include :
  - Improvements to the diversity of College committees, Council and Board, with advice on how to improve diversity
  - Identifying ways to ensure inclusivity across the College for members and staff of diverse backgrounds and identities
  - Proposals to improve equality, diversity and inclusion at the College
  - Provide advice to College Council on areas of equality, diversity and inclusion that impact on pathology practice
  - Advising on standards or regulatory or legal requirements that must be met in regard to the Equality Act 2010
- Explore opportunities to establish relationships between the College and networks or organisations that can help the College improve equality, diversity and inclusion
- Member engagement through social media, e-mail and published articles on the work of the Network

### 4. Accountabilities

#### 4.1. Strategy

- To promote the aims and outcomes of the College's approach to equality, diversity and inclusion

- To review and inform Senior Management of developments and implications of relevant legal or policy changes
- To develop strategic objectives for continuous improvement in the context of the College vision and strategy
- To monitor and consider relevant data and issues

#### 4.2 Standards and best practice

- To develop and maintain advice for members, including any best practice recommendations, working with college staff and other college committees as appropriate
- Advise and contribute to any patient safety initiatives in relation to EDI issues
- Support and foster a culture of research and evidence based practice
- To provide qualified advice on presentation or terminology for College use with regard to EDI

#### 4.3 Member engagement

- Plan and develop a regular programme of events and awareness in relation to EDI
- To develop regular articles for publication on subjects and issues
- To provide advice on College communications with members on the subject
- To receive reports from members on issues concerning EDI
- To keep under review and provide advice on College webpages in co-operation with the College's communications directorate

#### 4.4 Supporting other Committee and College activities

- To receive reports and respond to any queries regarding the diversity of committees
- To support examinations and trainee departments in any queries regarding EDI issues
- To respond to College consultations
- To participate in any College processes for administering Fellowship or other membership applications or appointments as required
- To support and participate in any policy reviews or development as required

### 5. **Approval Authority**

- Annual plan for programme of events and awareness
- Annual reports to Trustee Board and Council

### 6. **Governance**

The Network will be accountable to the Trustee Board with responsibility to work with Senior Management on development and implementation of a programme of activities to support the purpose of the Network. A report on its work will be provided to Council with regard to equality, diversity and inclusion across the membership and in the pathology profession.

As a Network, the Chair and two Co-Chairs will be responsible that the opinions of those attending the meetings are heard and approve, based on consensus of those present, any recommendations or work. Agreement and co-operation between the chairs is intended to provide clarity and direction for carrying out the recommendations of the Network.

The Network will provide an annual workplan with a programme of topics and activities.

In relation to any ethics related issues, these will be raised to Council for consideration.

## 7. Membership

The membership of the Network will be open to any College member or staff member, by contacting the chair via the volunteering webpage. Network meetings will be open to any College member or staff member to attend.

The membership shall comprise the following:

### [list members and any organisation/committee represented]

Chair (with any specific criteria for the role)	The President of the College
Co-Chair representing members	Appointed by open advertisement to the College membership against the role description
Co-Chair representing Senior Management and staff	Director of Professionalism
Full members of the network (these will normally be required to be members of the College and will have voting rights)  NB. all members of the network will be eligible to vote (if necessary)	No formal membership as there is an open invitation, including international members, and any decisions will be in the form of recommendations to either Trustees, Council or Senior Management.
Chair of associated College SACs (if applicable).	N/A
Honorary officer representation (ex officio). Officers are all ex-officio members of committees and should be included in any item that requires a vote.	Lance Sandle, Registrar
Co-opted external representation dependent on the committee. Each committee will recommend organisations they should be collaborating with for the approval by the Governance Committee or Council. (Co-opted members will not be entitled to vote on any committee matters. There term of office is normally one year for specific areas of interest)	N/A
Co-opted devolved administration representatives will be sought should any region not be represented by a committee member.	Attendees from across all of the UK and international regions
Lay member (where required, this will be specified).	Anomika Bedi Vince Voon
Charities will be offered observer status, at the request of the network.	N/A

## 8. Meetings

One meeting every quarter (frequency to be reviewed in April 2022). These are held using video or teleconference. Wider discussion across the network via email or other electronic means is encouraged outside of formal meetings.

Administrative support will be provided by a member of the committees team

Agendas and papers will be circulated at least one week before each meeting

Minutes will be made available on the College website, with access restricted to College members and staff only via myrcpath

## 9. Resources

Meetings will be held virtually so travel expenses for network members will not be required to be remunerated.

Terms of Reference agreed at Network meeting \_\_\_\_\_

Chair of Network \_\_\_\_\_ Signed \_\_\_\_\_

Approved at Trustee Board Meeting 1 November 2021 (Approved by  
Governance Committee)

Review date (6 months following Trustee approval) May 2022