

# NUFFIELD DEPARTMENT OF CLINICAL NEUROSCIENCES

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## NDCN People & Culture Committee Terms of Reference

### Mission

The People & Culture Committee has a remit to promote a positive workplace culture by advising the Head of Department, Strategy Group, and Senior Management Group on departmental personnel issues, and providing oversight of the Athena SWAN (AS) SAT; Equity, Diversity, and Inclusivity (EDI) Working Group; Research Culture Working Group; and Clinical Neurosciences Society (CNS) activities.

### Meetings

The committee will meet four times a year.

### Terms of Reference

- To engage all sections of NDCN (academics, technical support staff, professional support staff, and students) in initiatives which promote a positive workplace culture
- To co-ordinate, develop, and monitor the work of the AS SAT, EDI Working Group, Research Culture Working Group, and CNS
- To review the implications of University HR policy and other HR regulations for NDCN, and where appropriate, recommend departmental procedures or guidance on the implementation of policies
- To discuss specific significant personnel and working culture initiatives and report on them to the Senior Management Group, Strategy Group, and Head of Department
- To discuss any relevant learnings from other University people and culture initiatives and apply them in NDCN
- To administer and promote the Carers' Career Fund and Staff Training Fund