**NUFFIELD DEPARTMENT OF CLINICAL NEUROSCIENCES**

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**NDCN Equity, Diversity, and Inclusivity (EDI) Working Group Terms of Reference**

**Mission**

The EDI Working Group has a remit to develop, implement and monitor a strategic plan to improve EDI within the Department. The Working Group will report to the NDCN People & Culture Oversight Group (OG) and advise the Head of Department (HoD), Strategy Group (SG), and Senior Management Group (SMG) on EDI issues and activities in the Department.

**Meetings**

The group will meet monthly.

**Terms of Reference**

* To develop and maintain an EDI strategic action plan for NDCN, including key performance indicators and monitoring
* To identify areas of need for improved EDI best practice in the Department, recommend actions to address these needs, and implement actions agreed with HoD, SG or SMG as appropriate
* To report to the HoD, SG, and SMG on the state of EDI within the department, outcomes of specific EDI initiatives, and status of the EDI strategic plan
* To provide advice and recommendations to the HoD, SG, and SMG on specific EDI issues as needed
* To communicate with all NDCN members regarding EDI issues and provide mechanisms for NDCN members to express concerns or suggest initiatives
* To work with and advise other People & Culture Working Groups where appropriate, especially on areas of overlap with the Athena SWAN SAT for gender equality and Research Culture WG
* To monitor and engage with broader EDI activity both within NDCN divisions and across the broader university landscape
* To oversee the work of the Women in Clinical Neuroscience Network (WICN), including oversight of use of department budget and (where relevant) coordinate initiatives to achieve joint goals.
* To provide regular updates on progress against action plan to the P&C OG