**NUFFIELD DEPARTMENT OF CLINICAL NEUROSCIENCES**

Level 6, West Wing, John Radcliffe Hospital, Oxford OX3 9DU

Tel: +44(0)1865 234829

Twitter: [@NDCNOxford](https://twitter.com/ndcnoxford?lang=en)

Web: [http://www.ndcn.ox.ac.uk](http://www.ndcn.ox.ac.uk/)

\_

**NDCN People & Culture Oversight Group Terms of Reference**

**Mission**

The People & Culture Oversight Group has a remit to drive action to develop a positive workplace culture and research environment by advising the Head of Department, Strategy Group, and Senior Management Group on departmental People and Culture strategy, agreeing and reviewing strategic objectives, and providing oversight and coordination of the People & Culture Working Groups (currently Athena SWAN (AS) SAT; Equity, Diversity, and Inclusivity (EDI) Working Group; Research Culture Working Group), as well as other groups undertaking activities to support NDCN’s People and Culture strategy, currently the Clinical Neurosciences Society (CNS) and the Women in Clinical Neuroscience Network (WICN).

**People & Culture Working Group Structure**

**Membership**

Chairs of the People & Culture Working Groups, Head of Administration & Finance, Head of HR, Strategic Initiatives Manager, People & Culture Coordinator

**Meetings**

Initially the oversight group will meet monthly.

**Terms of Reference**

* To develop a departmental People & Culture Strategy and action plan
* To co-ordinate and monitor the work of the People & Culture Working Groups and agree on strategic priorities
* To engage all sections of NDCN (academics, technical support staff, professional support staff, and students) in initiatives which promote a positive workplace culture
* To discuss specific significant people 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