

**DE MONTFORT UNIVERSITY  
BLACK MINORITY ETHNIC (BME) STAFF GROUP  
CONSTITUTION**

**A. Scope and purpose of the committee**

The committee is a sub-group of the Equality and Diversity Committee. As such the group holds one membership place on the Equality and Diversity Committee. Its purpose is to provide a support network for BME members of staff, and to work with DMU policy makers to ensure the race equality perspective is proactively incorporated within DMU's policies and procedures, to add value to the diversity of the organisation.

**B. Terms of reference:**

The group will achieve this by:

**Staff Support**

- Operating in a vibrant welcoming and dynamic environment where everyone has an equal voice, and contributions of members are treated with respect.
- Providing a safe environment for BME members of staff to discuss common issues and to enable members to seek mutual support.
- Providing opportunities for professional and social networking amongst members.
- Changing the culture of the organisation by empowering confidence within the group to make change using the skills and attributes of members.
- Treating all information disclosed in the meetings (including that obtained from secondary sources) in a confidential and ethical manner. Where disclosure is deemed, illegal, criminal or life threatening either to a member or a second party, it will be reported to senior management and the relevant authorities.
- Supporting the development of BME staff, to enable them to aspire to higher positions within the university through consultation with People and Development (POD).

**Organisation Support**

- Providing advice and input into the development and implementation of new and existing DMU policies and procedures, drawing upon the experiences of the group, to ensure fairness and equality.
- Offering consultation on staff related policies and support for learning and development opportunities.
- Scrutinising staff and student ethnicity data to report concerning themes and trends to senior management.
- Offering the resource of the BME group to decision making committees.

- Championing the Race Equality Charter mark by actively providing support to maintain the equality standard; ensuring university commitment to Race Equality is kept at the forefront of the corporate agenda and scrutinising progress of actions plans where improvements are identified.

## **Equality & Diversity**

- Reporting to the parent committee – Equality and Diversity Committee.
- Seeking to improve the working environment of BME staff across the whole university.
- Breaking down barriers by organising events to encourage respect for diversity and to raise cultural awareness within DMU.
- Improving awareness of the group via the staff intranet pages and induction programmes where possible.

### **C. Membership**

Membership is open to all BME members of staff who have an interest in BME issues and are supportive of the aims of the group and should include:

Chairs - to be elected by the committee and wider network group;

The Chairs of the committee will be responsible for monitoring BME e-mail accounts and incoming correspondence. The Chairs will also be responsible for co-ordinating events planning for campaigns, events and socials.

A representative from the Equality and Diversity team;

On an annual basis, membership will be confirmed by the committee's secretary to the People and Organisational Development directorate in order that an anonymous analysis of equality participation may be undertaken, as part of the university's equality obligations.

### **D. Quorum**

As a voluntary membership, no quorum is set for meetings. Where a decision is required, in the case of election of chairs all members of the wider group will be invited to vote or express an opinion by email.

### **E. Servicing and support**

A note taker will be requested from POD to help arrange venues for meetings and to take meeting notes for publication and distribution to the Equality and Diversity Committee.

### **F. Meeting schedule**

Meetings will normally be held three times a year.

Meetings will be held in the Eric Wood Building

### **G. Sub-committees:**

Black History Month Planning Group.

**H. Approval and revision**

This constitution will be reviewed and re-approved by the committee at its first meeting of every academic year, or sooner, if significant amendments are required.

**I. In-year revision record**

Section	Details of revision	Approved on

**Approved:**

**Endorsed by parent committee:** Equality & Diversity Committee, 1 December 2015

**Received by university secretariat office:**

**Superseded:**