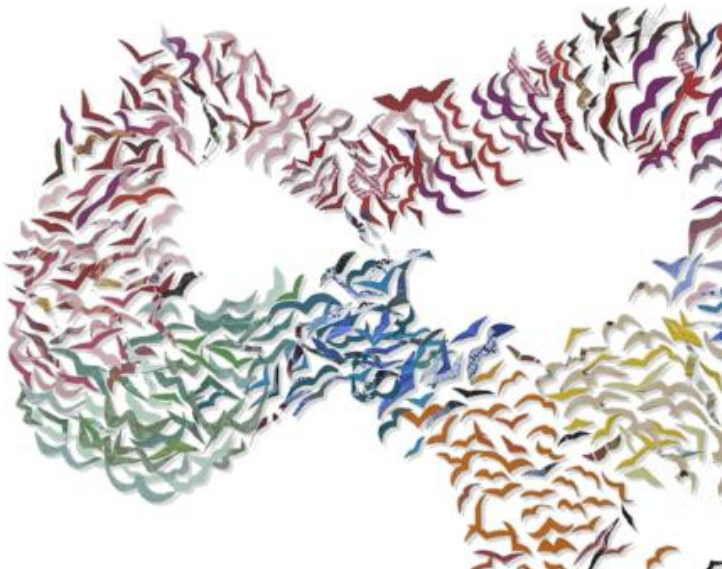




ULT Equality, Diversity, Inclusion and Belonging (EDIB) Data

Sub-Group of the EDIB Sub-Committee of the University Leadership Team (ULT)

Terms of Reference

Version 1.0
10/02/2025

Version History

Version	Date	Summary of Changes	Changed by
1.0	10/02/2025	Draft Document Created for Review	

Purpose & Responsibilities	Strategic Context The UCC <i>Equality, Diversity, Inclusion and Belonging Sub-Committee (EDIBSC)</i> was established in September 2024 following a review of EDI structures as part of the University's Athena Swan Silver application process. EDIBSC consists of five Working Groups and two Sub-Groups. <i>ULT EDIB Data Sub-Group (EDIBDSG or 'Group')</i> is one of the sub-groups and was established in February 2025 to fulfil the Terms of Reference of EDIBSC and to be a key enabler for its responsibilities. EDIBDSG builds on the efforts and initiatives of the "Equality Data Sub-Group", a working group of the Athena Swan Steering Group (ASSG) which was in place between 2019 and 2023. Following a review of that group, it became apparent that a university-wide EDI data group was needed to address EDI data needs and gaps beyond the context of the Athena Swan project. The strategic importance of EDI data was recognised in the 2024-2029 UCC Athena Swan Application and Action Plan submitted in December 2024, specifically Actions 1.2.10 (a), 1.2.10 (b) and 1.2.11 under Additional Equality Ground Priority 2: "Build on Athena Swan data collection processes and expand to wider EDI data categories." Purpose To provide a working forum for cross-functional stakeholders, enabling the identification of EDI data gaps across various reporting requirements and data systems, and the provision of solutions promptly. To advise the University Leadership Team (ULT) through EDIBSC on the development and implementation of all EDI data-related aspects of the University's Equality, Diversity, Inclusion & Belonging Framework and Action Plan 2025-2028 and the UCC Silver Athena Swan Application and Action Plan 2024-2029. Responsibilities 1. To develop a shared understanding of the UCC EDI data current reporting requirements, gaps and technical solutions across systems and data collection processes. 2. To monitor the collection of dis-aggregated data concerning staff and students by the protected characteristics under the Employment Equality Acts 1998-2015 (the nine grounds are gender, civil status, family status, sexual orientation, religion, age, disability, race, membership of the Traveller Community) and use this to advise on areas for positive action and inform University decision-making. The university will also include socio-economic status. 3. To support EDIBSC in the implementation of all EDI-data-related initiatives and actions, and to report regularly to EDIBSC, providing updates on the EDI data-related outcomes and issues. 4. To participate in and enable UCC EDI Data projects as per the <i>EDI Framework Action Plan 2025-2028</i> and the <i>UCC Silver Athena Swan Action Plan 2024-2029</i>. 5. To make recommendations to the ULT via EDIBSC on the progress of the EDI data-related objectives as outlined in the <i>HEA Gender Equality Action Plan</i>, the <i>UCC Athena Swan Action Plan 2024-2029</i>, the <i>EDI Framework Action Plan 2025-2028</i>, the <i>HEA Race Equality Action Plan</i> and dedicated working groups. 6. To identify EDI-data-related areas that may require EDI work and establish task and finish working groups if needed. 7. To recognise and promote examples of good EDI data practice from both internal and external sources. 8. To maintain and develop effective networking and liaison in EDI data issues. This applies internally to include University committees as well as externally, sector-wide (e.g. the IUA EDI
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	Data Group and HEA Working Group for Equality Data).																								
Decision Making	The ULT EDIB Data Sub-Group shall report to the EDIB Sub-Committee with items for decision by the EDIBC and items for communication to the EDIBC/ULT. Items for decision should be accompanied by the recommendation of the Group.																								
Duration	Permanent																								
Chairperson	Professor Ciara Heavin																								
Deputy Chairperson	For decision once the Group convenes																								
Secretariat	Annette Feeney, EDI Unit																								
Membership	Usually, EDIBDSG members will serve for a term of no more than three years, except for the ex-officio members, who are specified in the table below. The Chair will initially sit for a term of one year (with a possibility of extension). The Group will be empowered to co-opt additional members with specialist knowledge to assist as necessary and to invite guest speakers to present on specific topics. The Group will also invite interested parties to attend meetings or those parts of meetings that are relevant to them. Members have equal voting rights, when relevant, but the Chair has the casting vote. Substitutions for members are not permitted in the absence of a member. If a member is absent for more than three meetings in a single year, they will be asked to step down, and a replacement member will be sought. Quorum To ensure the Group is quorate, meetings will only proceed if the Chair and at least half of the membership, plus one of the Group, are in attendance. The Group should aim to achieve a gender representation of at least 40% for both genders in all roles that are not 'ex officio' (for which the Group has no control), and ensure broad representation of all faculty/staff groups at UCC. The Group may establish, whether from within its membership or otherwise, such subcommittees and advisory groups as it deems fit, to advise and report on any of the above matters. <table><tr><td></td><td></td><td>Job Title / Representative</td></tr><tr><td>1</td><td>Chair</td><td>Professor Ciara Heavin</td></tr><tr><td>2</td><td>Secretary</td><td>Office of the Director of Equality, Diversity & Inclusion</td></tr><tr><td>3</td><td>Members</td><td>Director of EDI (ex officio), EDI Unit</td></tr><tr><td>4</td><td></td><td>Athena Swan Project Manager (ex officio), EDI Unit</td></tr><tr><td>5</td><td></td><td>EDI Data Analyst (ex officio), EDI Unit</td></tr><tr><td>6</td><td></td><td>HRIS Manager (ex officio), Office of the Chief Officer of People and Culture</td></tr><tr><td>7</td><td></td><td>Enterprise Applications Project Manager (ex officio), IT Services Department</td></tr></table>			Job Title / Representative	1	Chair	Professor Ciara Heavin	2	Secretary	Office of the Director of Equality, Diversity & Inclusion	3	Members	Director of EDI (ex officio), EDI Unit	4		Athena Swan Project Manager (ex officio), EDI Unit	5		EDI Data Analyst (ex officio), EDI Unit	6		HRIS Manager (ex officio), Office of the Chief Officer of People and Culture	7		Enterprise Applications Project Manager (ex officio), IT Services Department
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Frequency of meetings	There will be a minimum of four meetings per year, scheduled at the beginning of the academic year. The Chair shall convene the meetings with a minimum of seven days’ notice. Additional or extraordinary meetings will be convened as deemed necessary by the Chair. The Secretary will issue a call for agenda items. Items to be placed on the agenda must be received by the Secretary five working days before the meeting.																											
Reporting Line	Equality, Diversity, Inclusion and Belonging Sub-Committee (EDIBSC), University Leadership Team (ULT)																											
Minutes of meetings	Minutes are to be shared with EDIBSC for noting within seven days of the Group meeting.																											
Communication of decision and actions	Directly to EDIBSC, for onward reference to ULT as appropriate.																											
Review	Annually																											

DOCUMENT CONTROL			
ULT approval date:		Due for review:	
Date of last review:		Notes:	