



Equality, Diversity and Inclusion Committee

Terms of Reference

1. CONSTITUTION

- 1.1 The Council (“Council”) of the Royal College of Physicians and Surgeons of Glasgow (“College”) has resolved to adopt this constitution to regulate the function and define the responsibilities of the Royal College of Physicians and Surgeons of Glasgow Equality, Diversity and Inclusion Committee (“Committee”).

2. PURPOSE

- 2.1 This Committee is established to provide strategic leadership to ensure equality, diversity and inclusion are embedded across the organisation’s culture, policies and practices.
- 2.2 It oversees the implementation of the College EDI Policy, advises on compliance with relevant legislation, sector expectations and professional standards and uses evidence and data to inform recommendations and decision-making.
- 2.3 The Committee identifies systemic barriers, recommends actions to address inequities, and supports the development of inclusive guidance and training.
- 2.4 The Committee promotes an inclusive environment for members, staff, volunteers and stakeholders through scrutiny and challenge, while also providing a forum for member engagement that brings diverse perspectives into priority-setting and drives continuous improvement across the College and profession.

3. MEMBERSHIP

- 3.1 There shall be a maximum of **14** members of the Committee, including the Chair and those attending *ex officio*, but excluding any College staff.
- 3.2 The College President, Honorary Secretary and Registrar shall attend *ex officio*.
- 3.3 Ordinary Members will comprise a representative of the following:
 - 3.3.1 all five disciplines/faculties of the College (Medical, Surgical, Dental, Travel Medicine and Podiatric Medicine)
 - 3.3.2 Resident Doctors’ Committee
 - 3.3.3 SAS Committee
 - 3.3.4 International Advisors’ Network
 - 3.3.5 Women’s Network
 - 3.3.6 Lay Advisory Group



- 3.4 Four members must be present to form a quorum, of whom one must be *ex officio*
- 3.5 The Chief Executive Officer and a member of the College Leadership Team (CLT) will be invited to attend meetings of the Committee.

4. DURATION OF APPOINTMENTS

- 4.1. Appointments to the Committee, other than *ex officio* members, shall normally be made for an initial term of three years but may be extended to one further term of three years by mutual agreement.

5. CHAIR

- 5.1. The Chair of the Committee shall be a UK Fellow of the College, appointed or removed by the Executive Board and shall be required to attend all Committee meetings.
- 5.2 The Chair of the Committee will attend meetings of College Council to advise and answer questions on the Committee's activities and matters within its terms of reference.

6. MEETINGS

- 6.1. Meetings of the Committee shall be held three times a year, or as often as is considered necessary, and will be convened by the Chair.
- 6.2. Meetings shall be held virtually via MS TEAMS at such time as may be specified in the notice convening the meeting.
- 6.3. Notices of all meetings of the Committee, together with an agenda of the matters to be discussed and any relevant papers, shall be circulated to all Committee members at least 7 days before the date of the next meeting.
- 6.4. Actions and notes arising from all meetings will be produced and provided to the Chair within 2 weeks of the meeting.

7. REPORTING

- 7.1. The minutes of all Committee meetings will be reported to Council.

8. AUTHORITY AND RESOURCES

- 8.1. The Committee is duly authorised by the Executive Board to review any activity within its terms of reference.
- 8.2. The Committee will be supported and administered by a member of staff nominated by the College Leadership Team.

9. AMENDMENT

- 9.1. These Terms of Reference may only be amended by a resolution of the Executive Board.