# TERMS OF REFERENCE – Inclusivity Development & Implementation Group

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# SECTION 1 - INTRODUCTION

## PURPOSE

The purpose of this document is to set out the terms of reference, composition and operating arrangements of the Inclusivity Development & Implementation Group (IDIG)

## GOVERNING BODY

The IDIG is a Development & Implementation Group reporting to the Operational Management Group (OMG) of the Doctorate in Clinical Psychology (DClinPsy) Programme.

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# SECTION 2 - PROCEDURE

## RESPONSIBILITY

The Inclusivity Development & Implementation Group (IDIG) is concerned with supporting inclusive practice in Clinical Psychology training at Lancaster. It is driven by the value that training, clinical practice and the use of Clinical Psychology services must be accessible to all who can benefit and/or make a contribution. We seek to provide an environment where trainees, staff and all stakeholders can flourish. Inclusivity is the basis for innovation and excellence and leads to robust and respectful practice. However, existing structures, procedures and communications can be experienced as excluding and support is sometimes needed to realise the benefits of diversity. The IDIG’s role is to be proactive in identifying positive ways to enable all trainees to reach their potential and to be vigilant for challenges to this.

The IDIG:

* Monitors course activities e.g. admissions, teaching and placements, and provides a focus for checking that procedures enhance inclusivity rather than reduce it.
* Supports initiatives designed to address inequality and to raise awareness of the importance of inclusivity. This includes the annual trainee-led Inclusivity Event.
* Provides a hub to collect ideas and concerns of trainees, staff and LUPIN members to signal the need for new initiatives, procedures or modifications.
* Works to increase recruitment of clinical psychology applicants from a variety of cultural, racial, economic, religious and other minority backgrounds currently underrepresented in the clinical psychology profession. This was previously the focus of a separate subgroup (the Widening Participation Outreach Group) which was subsumed into the IDIG. The aim of this work is to diversify the clinical psychology profession by disseminating information about how to become a clinical psychologist to sixth form schools and colleges that have large minority populations.
* The IDIG’s Chair updates the programme’s Equality Scheme annually and reports on admissions data, through the lens of inclusivity.

## COMPOSITION

## Membership

The Inclusivity Development & Implementation Group (IDIG) is comprised of the following:

* Members of the DClinPsy programme staff
* LUPIN members
* Trainee representatives from each year

## Chair

The Chair and Deputy will be staff members identified in their PDRs as lead and/or deputy for Inclusivity and/or Widening Participation, and will be members of DClinPsy programme staff. The Deputy will chair the meeting if the Chair is unavailable.

**2.3 Duties**

The role of the Chair is to lead and review the work of the group to ensure that it is working towards its stated aims. The Chair or Deputy will convene meetings, set dates and invite members; produce an agenda for each meeting and ensure that agendas, minutes and relevant documents are circulated to members prior to each meeting; and update the OMG on a monthly basis. The chair will be assisted in the role by the nominated deputy.

**2.4 Term of Office**

The chair, and deputy, of the IDIG were appointed following discussion in the OMG, and will be reviewed annually in the same way. Trainees will leave the IDIG on graduation and volunteers will be sought from new cohorts. LUPIN will elect interested members to join the IDIG and membership will be reviewed at the LUPIN Steering Group Meeting as necessary.

## OPERATING PROCEDURES

## Quorum

The Chair or Deputy and three other members need to be present for the IDIG to be considered as quorate. Meetings will, however, go ahead if there are less attendees, but with decisions postponed until a quorate meeting.

## Meetings

The IDIG will meet 6 times a year; typically meetings will be in Sept, Nov, Jan, March, May and July. Meetings will last an hour on Friday lunchtimes and will take place on MS Teams to facilitate trainee attendance. The agenda together with any relevant reports and documents that relate to the IDIG will be forwarded to members 2 weeks prior to meetings.

Accurate minutes will be kept of each meeting of the IDIG. The minutes of a meeting shall be submitted to Development & Implementation Group members for ratification via email or post. There will be the opportunity for group members to contribute to the minutes by email or telephone after the meeting. Minutes will be available on Moodle.

## Reports

Reports or proposals submitted to the IDIG for consideration at the next meeting should be received by the Chair two weeks prior to the meeting.

Reports of actions taken between OMG meetings will be submitted to the OMG at least a week in advance of the meeting.

## Evaluation and Review

The purpose and effectiveness of the IDIG will be reviewed annually each summer at an IDIG meeting. Members of the OMG will be canvassed for their views to inform this discussion.

These terms of reference will be reviewed after 6 months initially, and then annually.

# SECTION 3 - GOVERNANCE

## RESPONSIBILITY

The Chair and Deputy have responsibility for this group.

## DECISION-MAKING

The IDIG will aim to make decisions through consensus agreement of all members present. When a consensus is unable to be achieved, then the issue will be referred to the OMG.

## VERSION CONTROL AND CHANGE HISTORY

| **Version Number** | **Approval Date** | **Approved by** | **Amendment** |
| --- | --- | --- | --- |
| 1 | September 2013 | Inclusivity Policy Group Members.  Senior Management Group members. |  |
| 2 | July 2016 | Inclusivity Policy Group Members.  PGF members. | SMG replaced by PGF.  More flexible approach to LUPIN membership and terms of office. |
| 3 | July 2017 | IPG members  PGF members | Number of course staff not specified.  Addition to process of contributing to the minutes after each meeting. |
| 4 | Nov 2017 | IDIG chair | Updated to represent new terminology – PGF replaced by OMG, IPG replaced by IDIG. |
| 5 | June 2019 | IDIG chair & deputy | Section 2.3 Duties amended to include ‘Chair or Deputy’. |
| 6 | July 2020 | IDIG chair | none |
| 7 | July 2021 | IDIG chair | none |
| 8 | July 2022 | OMG, IDIG members | Meeting frequency increased  Review of effectiveness at August meeting |
| 9 | June 2023 | IDIG chair | Addition of meetings taking place on MS Teams.  Change to months of meetings to avoid August. |

v.9 21/06/23