Trinity College Dublin

The University of Dublin

Staff Disability Working Group (SD-WG)

Terms of Reference

(1) There shall be a Staff Disability Working Group (SD-WG) which will report to College's People and Culture Committee.

(2) The SD-WG shall be responsible for advising the People and Culture Committee on matters related to disabled staff as pertain to College's work, with reference to the implementation of Trinity's disability related institutional responsibilities. The SD-WG shall also advise on embedding intersectionality from a disability perspective into other relevant College Action Plans.

(3) The SD-WG shall be supported administratively and functionally by the Office of the Associate Vice-Provost for Equality, Diversity, and Inclusion

(4) Membership

4.1 The SD-WG shall consist of:

i. A disabled staff representative (Co-Chair) (*Dr Patricia McCarthy)*
ii. A Human Resources representative (Co-Chair) (*Ms Patricia Ryan)*
iii. The Equality Officer (Secretary)
iv. The Director of the Disability Service (or nominee)
v. A representative of the Disabled Staff and Postgraduate Students Forum
vi. Three (3) members of staff with lived experience of disability, including at least one (1) occasional staff member
vii. An Estates and Facilities representative
viii. An Information Technology Services representative
ix. A Human Resources representative with relevant subject expertise of staff processes, procedures, and supports

(11 people)

3.2 In nominating or approving new members, the working group shall have regard to the objective that not less than 40% of its members shall be women and that not less than 40% of them shall be men. The working group shall also have regard that the membership represents an appropriate range of lived experience of disability, staff contract types, and intersectional experiences.

4. Meetings and Quorum

4.1 The SD-WG will normally hold meetings at twice per term, or as often as is necessary to complete the business before it or to deal with urgent issues that may arise. The group notes the need to have adequate time to ensure that in-depth research and reflection can be undertaken, balanced with the need for timely action.

4.2 The quorum for meetings will be: 50% plus one.

4.3 The SD-WG may also invite any or other person to attend any meeting(s) as it may from time to time consider desirable, to assist the Group in achieving its objectives.

4.4 The draft minutes of the SD-WG shall be circulated to People and Culture Committee as soon as possible for approval/noting/discussion, as appropriate.

5. Duties

5.1 To devise recommendations to enable Trinity to embed a culture that supports persons with disabilities to have opportunity to be actively involved in relevant decision-making processes about policies and programmes

5.2 To devise recommendations to enable Trinity to effectively meet the public service employment targets of 6% for persons with disabilities as identified by Government strategy and legislation[1]

5.3 To devise recommendations in relation to policy, practices, and structures for equitable employment of disabled people

5.2 Monitor developments in national, sectoral, and international strategies, directives and policies in relation to disability equality initiatives and advise on the implications for College. This will include reference United Nations Convention on the Rights of Persons with Disabilities (UNCRPD), the National Human Rights Strategy for Disabled People 2025-2030, Public Sector Duty, and relevant European Union directives, strategies, and policies

5.3 Champion disability equality at Trinity and liaise with internal and external stakeholders

5.4 Inform the institutional Athena Swan Action Plan and associated inclusive Gender Equality Plan (GEP) via an intersectional disability equality lens

5.5 Liaise with relevant Trinity groups to ensure lived experiences and community input are central to monitoring progress

[1] Under the Comprehensive Strategy for People with Disabilities (2015-2024), the Irish Government has committed to increasing the public service employment target for persons with disabilities from 3% to a minimum of 6% by 1 January 2025 as legislated for in the Assisted Decision-Making (Capacity) (Amendment) Act 2022, Section 101

6. Duration and Conclusion

6.1 The Staff Disability Working Group shall devise a workplan and timeframe for its duties which will be reviewed by the People and Culture Committee. The SD-WG shall remain in operation until the conclusion of this timeframe.

6.2 Upon completion of the agreed timeframe and submission of a final progress report to the People and Culture Committee, the SD-WG shall be formally concluded unless otherwise renewed or extended.

6.3 Any outstanding actions or recommendations at the time of conclusion shall be adopted to the People and Culture Committee for consideration and integration into future EDI initiatives or governance structures.