

**COMMITTEE DIVERSITY AND INCLUSION (D&I) REPORTING TEMPLATE**

Terms of reference require all operating committees report on D&I annually to the Trustee Board. This template is designed to support that process by ensuring consistency of reporting across committees.

Committees are expected to oversee progress on D&I within their area of activity in support of Academy strategic aims, and its Equality Diversity and Inclusion (EDI) policy[[1]](#footnote-1). This includes:

1. Inspiring, attracting, recruiting and retaining people from diverse backgrounds into engineering education, employment and professional registration.
2. Developing a diverse and inclusive Fellowship and staff
3. Supporting the development of cultures and environments where all engineers thrive
4. Communicating engineering and the benefits of it to people from all backgrounds

There is irrefutable evidence that D&I drives productivity, motivation[[2]](#footnote-2), innovation and creativity[[3]](#footnote-3) - as well has helping retain people from diverse backgrounds within the engineering profession. Whilst the Academy D&I programme engages the profession externally, it is essential the Academy itself is in a good position to capitalise on these benefits internally.

All Academy teams have a D&I action plan in place. Committees should familiarise themselves with these plans and work with staff to ensure synergy of aims, objectives, actions and reporting with staff feeding in to annual committee reports.

All committees must use this template to report progress on D&I to the Trustee Board.

**How reporting will be used**

Information reported via this template will be used to report and track progress on D&I internally to inform future planning. The Academy D&I Committee will review all reports to identify Cross-Academy issues that need raising with the Trustee Board. It will also be used to inform external reporting on D&I in the Academy

**Diversity and Inclusion Committee Reporting Pro-forma**

|  |  |
| --- | --- |
| **Committee name** |  |
| **Reporting period** |  |
| **Committee/panel diversity** | **No. of members** | **% Female** | **% BAME** | **% Disability** |
| <committee/panel name> |  |  |  |  |
| <committee/panel name> |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Committee activity diversity** | **No. of participants** | **%Female** | **%BAME** | **% Disability** |
| <scheme/programme/activity name> |  |  |  |  |
| <Grant award name><Grant awarded where applicable> | <total grant> | <% grant> | <%grant> |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **D&I action/objectives** | **Description** | **Outcomes/evidence** | **Lead** | **Deadline** | **RAG status** |
| <Action/objective 1> |  |  |  |  |  |
| <Action/objective 2> |  |  |  |  |  |
| <Action/objective 3> |  |  |  |  |  |
| <Action/objective 4> |  |  |  |  |  |

|  |  |
| --- | --- |
| Successes during the report period |  |
| Challenges to progress |  |
| Mitigating actions against challenges |  |

Completed by:

Name Date

Signed-off by committee chair:

Name Date

1. Academy EDI policy <https://www.raeng.org.uk/publications/other/academy-diversity-policy> [↑](#footnote-ref-1)
2. Creating cultures where all engineers thrive [www.raeng.org.uk/inclusivecultures](http://www.raeng.org.uk/inclusivecultures) [↑](#footnote-ref-2)
3. Waiter, is that inclusion in my soup? <https://www2.deloitte.com/content/dam/Deloitte/au/Documents/human-capital/deloitte-au-hc-diversity-inclusion-soup-0513.pdf> [↑](#footnote-ref-3)