

Terms of Reference

Review of the circumstances resulting in and arising from the cancellation of the Centre for Criminology seminar on Trans Rights, Imprisonment and the Criminal Justice System, scheduled to take place on 5 December 2019, and the arrangements for speaker invitations to the Holocaust Memorial Week event on the state of Antisemitism Today, scheduled for 30 January 2020: Terms of Reference

Context

The review has been commissioned by the Vice-Chancellor and details have been communicated to students and staff by email (attached as Appendix 2). The review is intended to provide an open and inclusive means of understanding the events concerned and the impact on people from across our University community, drawing learning that can inform the University's practice in future.

Following cancellation of the event on Thursday, 5 December 2019, the following actions were taken:

- | [REDACTED]
- | [REDACTED]
- | [REDACTED]
- | [REDACTED]

[REDACTED]

Following the raising of concerns about the selection of speakers for the Holocaust Memorial Week event on the State of Antisemitism Today, the following actions were taken:

[REDACTED]

[REDACTED]

[REDACTED]

Reviewer

A suitably experienced individual, appointed from outside the University of Essex to undertake the review and prepare a report with recommendations.

The reviewer will have demonstrable experience in relation to University governance and practice, and Equality, Diversity and Inclusion.

The appointment of the reviewer will be made following a presentation by the reviewer to a panel of three members of the University, who will provide assurance that the reviewer is committed to undertaking the review in an inclusive manner and ensure that the experience required of the reviewer can be assessed fully [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Timetable

Approval of Terms of Reference

- 17 December 2019: Consideration of initial draft by USG
- 14 January 2020: Approval by Senate by circulation
- 31 January 2020: Approval by Council by circulation
- 16 June 2020: Approval by USG of updated timings for the review

Selection of Reviewer:

- 20 July 2020: Reviewer selected and commences review process.

Reporting of Findings:

- 6 October 2020: Report to USG
- 4 November 2020: Report to be considered by Senate, to make recommendations to Council
- 30 November 2020: Report to be considered by Council, for approval of recommendations

Should the reviewer identify any urgent issues during the course of the review, they may draw these to the attention of the Registrar & Secretary who will take action appropriate to the specific issue identified.

Approach

The Review will:

- Assemble and review the evidence, including contemporary documentary evidence;
- Assess how University policies and procedures have been applied on this occasion;

- Assess the evidence available against good practice to identify any gaps or issues arising;
- Identify any recommendations in relation to University policies, procedures and practices that arise from these incidents and the evidence collected through the review;
- Provide any other observations that the reviewer would want to draw to the attention of the University's Senate and Council.

Review Process

In undertaking the review, in pursuit of the approach set out above, the reviewer will:

- Collect contemporary documentary evidence relevant to the events that are subject to the review;
- Make direct approaches to individuals involved in the events, seeking their account of the circumstances relating to the organisation of the events and:
 - the decision that the event on 5th December should be cancelled; and
 - the selection of speakers for the event on 30th January;
- Invite written submissions from members of the University, which may be made by individuals or groups and can be made on a named basis, anonymously or by individuals on behalf of others;
- Provide opportunities for individuals and/or groups to meet with the reviewer to provide input in person or through a representative of their choosing;
- Undertake research into the general application of the University's policies relating to external speakers;
- Draw attention to sources of best practice guidance that might be relevant to the matters subject to review;

- Identify the legal and policy issues (including University policies) relevant to the review and highlight their implications for the University's policy and practice;
- Give specific consideration to wellbeing issues that are relevant to the matters subject to review and to any recommendations made by the reviewer;
- Complete any other tasks that the reviewer considers to be necessary for the conduct of the review.

During the course of the review, the reviewer will be asked to confirm that written or face-to-face input to the review is being provided in a manner that suggests that the review is, itself, being conducted in an inclusive way and that diverse voices are contributing to it.

The University will appoint an expert external reference group of at least three members to comment on the draft report from the review and make comments to assist the reviewer in producing a final version for submission to the University. The expert panel will also be asked to comment upon the way that the review has been conducted by the reviewer, providing assurance that the review has been conducted in an inclusive and open manner. The membership of the expert reference group will be agreed with the panel involved in the selection of the reviewer.

Review Outputs

The reviewer will:

- Produce a report for consideration by the University's Senate on 4 November 2020 and Council on 30 November 2020, addressing the aims of the review and having followed the review process;
- Make recommendations in the report in relation to University policy and practice;
- Make any other observations that they would wish to make, including suggestions for the effective communication and operationalisation of the recommendations in the report.

4 June 2020