



**School of Public Health Transformation and Equity Committee, Faculty of Health Sciences,
University of Cape Town / IKomiti yoTshintsho kunye nezoBulungisa, I-Faculty of Health
Sciences, iYunivesithi yaseKapa, / Transformasie- en Ekwiteitskomitee, Fakulteit
Gesondheidswetenskappe, Universiteit van Kaapstad.**

TERMS OF REFERENCE

2023

1. NAME

- 1.1. The name of the Committee is the School of Public Health Transformation and Equity Committee or the “SPH TEC”.

2. SCOPE OF AUTHORITY

- 2.1. The SPH TEC is a Committee of the School of Public Health in the Faculty of Health Sciences and is constituted as a subcommittee of the School’s Management Committee with membership including but not limited members of the School’s Management and representatives from the Divisions and Research Centres. The duties and responsibilities of the members of the SPH TEC are in addition to those responsibilities as members of the Management Committee.
- 2.2. The Head of School (HoD) provides the SPH TEC with the authority to request any information to assist them in the execution of their duties under these Terms of Reference.
- 2.3. If given just cause, the SPH TEC Chairperson(s), with the support of the committee members, are allowed to make statements or take actions contrary to that of the Head of School.

3. POLICY FRAMEWORK

- 3.1. The SPH TEC functions in accordance with the following national frameworks and policies:
- The Constitution of the Republic of South Africa (No. 108 of 1996).
 - The obligations in terms of the Employment Equity Act (No. 55 Of 1998) as regularly amended.
 - The Higher Education Transformation Agenda *vis-à-vis Education White Paper 3: A Programme for the Transformation of Higher Education.*

3.2. The SPH TEC functions in accordance with the following institutional frameworks and policies:

2

- The Vision and Mission statements of the University of Cape Town
- The University of Cape Town Employment Equity Policy (as approved by Council, December 2021)
- The University of Cape Town Employment Equity Plan (2022-2025) and future plans as amended
- The University of Cape Town Transformation Framework (2018)
- The Student Equity Plan (Approved: Council – October 2004, PC 09 2004) and as amended
- All other anti-discrimination and transformation policies including adopted by the FHS and the University of Cape Town.

4. INSTIUTIONAL TRANSFORMATION GOALS

4.1. The transformation goals of the University of Cape Town which inform the SPH FHS TEC goals include the following:

- Ensure a more diverse profile of students, and academic and PASS staff at all levels that is representative of the population of South Africa.
- Decolonize the curriculum and pedagogy to address the obstacles that impede the success of black students in particular.
- Apply a zero-tolerance approach to any form of unfair discrimination, harassment, sexual violence, and behaviour that demeans others.
- Build an inclusive campus through artworks, symbols, the use of language, and the names of buildings and facilities.
- Anchor UCT in the community through social engagement.
- Develop UCT into a vibrant and supportive intellectual environment that attracts and connects people from all over the world and advances the status and distinctiveness of scholarship in Africa.

5. FACULTY OF HEALTH SCIENCES (FHS) TRANSFORMATION GOALS:

5.1. The specific goals which inform the vision and mission of the SPH TEC are aligned to those of the FHS TEC and include:

- Making the FHS a representative institution in terms of its profile of academic and support staff, and student body.
- Develop a zero-tolerance to bullying, discrimination and harassment, especially sexual and Gender Based Violence (GBV).
- Promote student and staff wellness through changing FHS culture by supporting decolonisation and developing mutually beneficial accountable mentorship.
- Facilitating staff and student recruitment, staff retention and development.

- The vision of the FHS is to facilitate the transformation process within the FHS and to create a sustainable set of changes in FHS culture and policies.

6. AMBIT:

6.1. The SPH TEC will specifically focus on transformation, equity and social responsiveness issues pertaining to FHS, including:

- Academic staff
- Soft-Funded Academic Research staff (SFARS)
- PASS/Support staff
- Contract and technical staff
- Joint-appointment staff
- Students (undergraduate, postgraduate and registrars)
- Postdoctoral fellows

6.2. It is recognised that there are certain limitations to the roles, responsibilities, and influence of the SPH TEC with regard to the appointment and recommendations pertaining to the employment conditions of Joint Appointment staff.

7. PURPOSE OF THE SPH TEC

- 7.1. To review on a regular basis all SPH and FHS policies, and procedures, relating to equity, transformation, and social responsiveness.
- 7.2. To advise on and monitor the implementation of the SPH and FHS Employment Equity, Transformation Framework and Plans and social responsiveness programs.
- 7.3. In absence of measures to operationalise these plans, to advise on policies, procedures, and measures to ensure equity, employment equity and transformation goals are being met.
- 7.4. To promote the education of staff on employment equity matters and to advance understanding of the importance and meaning of employment equity within the FHS.
- 7.5. To advise the SPH Head of School and/or their nominees on matters pertaining to transformation in the FHS.
- 7.6. To facilitate and advocate for 'transformation' to be embedded into the portfolios of SPH Head of School and the Heads of Division.
- 7.7. To promote participation in transformation, equity, and social responsiveness processes through defined activities
- 7.8. To assist the SPH Head of School with the preparation of the annual Report on Transformation submitted to the Dean and Office of Inclusivity and Change (OIC).

8. COMPOSITION OF THE SPH TEC

- 8.1 The SPH TEC should endeavour to have a membership that reflects the School to ensure representation of all.
- 8.2 The SPH TEC shall comprise of at least 6 members, including one representative of each of the Divisions and Centres within the SPH, a current postgraduate student/postdoctoral fellow and at least one member of the Management Committee. Members of this group are nominated by

the members of their individual units to serve as representatives of the Committee. At least one representative should be a member of PASS staff, academic staff and SFARS.

8.3 The Chairperson/Co-Chairs can invite additional members to join the SPH TEC on an *ad hoc* basis when the need arises to provide guidance and input on specific issues or projects. The role of the invitees will be reassessed after 2 years. Chairperson/Co-chair invitees will have voting power, except when their number exceeds those of the core TEC members.

8.4 The Chairperson/Co-chairs are elected by the members of the SPH TEC and can stay in position for a maximum of two 3-year terms (i.e. 6 years).

8.5 SPH TEC Members:

- will participate in portfolio subcommittees and *ad hoc* committees within the School
- will abide by the rules and policies of the School, FHS and University
- will serve a term of 3 years, renewable for two terms upon re-election/appointment from their Divisions or Centres. In the event that members are serving in a representative capacity and their term of office in that role ends prior to the end of the term of office in SPH TEC, then their pre-existing term of office agreement will take precedent over their SPH TEC term of office.
- Members are expected to hand over their responsibilities to a new representative, prior to leaving the SPH TEC to ensure that the work of the SPH TEC continues despite membership turnover.
- will sign a confidentiality agreement within one month of joining the SPH TEC.
- will participate in institutional meetings relevant to them and transformation
- will complete the UCT Employment Equity training on SuccessFactors within 6 months of joining the TEC.
- must submit a letter of resignation in writing if departing before their end of their term in office.

8.4 Postdoctoral fellows

- will be elected/nominated by the officially recognised group/committee representing postdoctoral fellows
- will serve on the SPH TEC for a period of one year
- may participate in all portfolio subcommittees
- will abide by the rules and policies of the FHS and University
- will submit a letter of resignation in writing if departing before the end of their term in office.
- will develop an appropriate succession process

8.5 Postgraduate students

- will be elected/nominated by the officially group/committee representing postgraduate students
- will serve on the SPH TEC for a period of one year
- may participate in the Students' Wellness Portfolio subcommittee
- will abide by the rules and policies of the FHS and University

- to submit a letter of resignation in writing if departing before the end of their term in office
- will develop an appropriate succession process

8.4 Chairperson/Co-chairs

- shall be nominated from, and elected by the SPH TEC members
- will be appointed by the Head of School and provided with a letter of appointment stating the term of chairpersonship
- will communicate with outside constituencies on behalf of the SPH TEC
- represent SPH TEC in the FHS TEC and strategic committees and may delegate responsibilities to either subcommittees or individual TEC members
- are accountable to the SPH TEC despite representing the TEC in committees constituted by the Head of School, Dean, Deputy Vice-Chancellor(s) and Vice Chancellor.
- cannot take unilateral decisions without consulting the SPH TEC e.g., choosing to resign from TEC during a term of office
- have the mandate to consult with chairs/representatives of SPH TEC subcommittees for urgent decisions
- will submit their resignation in writing to the SPH TEC before notifying the Head of School to enable the SPH TEC to establish mechanisms for continuity
- serve for a term of not more than three years renewable for a maximum of two terms
- as a member of SPH TEC, is/are supported by subcommittee Chairs/representatives
- ex-SPH TEC Chairs can be called to assist Exco, at the discretion of the Exco
- in accordance with UCT regulations the Chairperson/Co-chairs reserve the right to make minutes of their proceedings open or closed at their discretion
- new Chairperson/Co-chairs will be elected in the final year of tenure of the current Chairperson/Co-chairs to allow time for adequate mentorship and support for the incumbent Chairperson/Co-chairs
- The Chairperson/Co-chairs or their designates will chair all meetings and have input to minutes of those proceedings
- will be members of the FHS TEC and its subcommittees

9. OPERATIONS OF THE SPH TEC

9.1. The SPH TEC operates through the following mechanisms:

- Full committee deliberations (which is the decision-making body)
- Representation by one/both of the SPH TEC Chairperson/Co-Chairs
- Through activities of SPH TEC portfolio subcommittees (whose operations are approved by the full committee)
- Each SPH TEC member chooses the subcommittee in which they will serve
- Each SPH TEC member will complete SuccessFactors EE training within 6 months of joining the TEC
- Each SPH TEC member will serve as an EE rep as required

10. PORTFOLIO SUBCOMMITTEES OF THE SPH TEC

- Constituted by SPH TEC members who will choose a Chair/leader among themselves
- Portfolio subcommittees will meet as required and minutes will be uploaded to SPH TEC Microsoft Team within 1 week of the meeting.
- Portfolio subcommittees' main task will be to liaise with existing FHS committees responsible for transformation in the FHS and to ensure that ideologies, practices, and changes in policy are in line with the transformation framework of the SPH and FHS TECs and to bring to the Head of School's attention challenges and issues that require intervention through the SPH TEC Chairperson/Co-chairs.
- The methods of liaising with existing structures will include, but are not limited to, representing SPH TEC on committees, meeting with committee chairs and/or having access to minutes of meetings
- Subcommittees of the SPH TEC may include staff wellness, student wellness, departmental culture, employment equity.

10.1. **EMPLOYMENT EQUITY & RECRUITMENT SUPPORT SUBCOMMITTEE (EE & RS)**

The Employment Equity and Recruitment Support subcommittee of the SPH TEC will:

- Operationalise all EE plans and strategies recommended by the Head of School and/or DVC of Transformation
- Support operation of the Faculty Employment Equity Committee
- Monitor and guide new staff appointments to ensure that the demographics of the SPH meet the equity targets identified by the Deanery to ultimately reflect National/Provincial distribution demographics.
- Ensure that the SPH provides plans of succession across the FHS

10.2. **STAFF WELLNESS SUBCOMMITTEE**

The Staff Wellness subcommittee's main function is to ensure that all SPH staff are aware of the services and support available to them at FHS and University levels including day-to-day operational and HR support as well as more specialist organisational wellness. Staff wellness includes all spheres related to challenges faced by PASS and Academic staff which include, but are not limited to, career development processes, health, job security, and institutional hierarchies. The subcommittee will undertake the following:

- Guide and direct staff wellness enquiries posed to the TEC to the correct structures.
- Identify and monitor existing groups within FHS and UCT that deal with staff issues.
- Identify current policies that influence staff well-being and raise issues pertaining to transformation to FHS TEC ExCo to raise with the Dean.
- To monitor any trends based on the issues that are possibly raised at SPH TEC level and ensure that where action would be required that this is timeously directed to the relevant and required person, structure, or service.
- Ensure that a PASS Forum is established in the FHS and coordinate meetings and discussions, and operationalise actions decided by the Forum as relevant to the SPH.

10.3. STUDENT WELLNESS SUBCOMMITTEE

Student Wellness includes all spheres related to the challenges facing undergraduate and postgraduate students in the School of Public Health, including, but not limited to, relationship with supervisor, funding, victimisation, etc. The role of this sub-committee will be to monitor processes in place that directly affect the well-being of students and ensure that these processes are in alignment with students' best interests and are given priority within the Deanery.

- Monitor concerns from the undergraduate and postgraduate students
- Liaise with the FHS HSSC and PGSA to understand issues and ways that the SPH TEC can be of assistance
- Liaise with the Student Liaison and Advocacy Office in relation to potential changes in policy and practice such as victimisation
- Ensure that issues raised by the undergraduate and postgraduate students are raised with the HOD and highlighted in the SPH EXCO
- Liaise with appropriate structures to lobby for a centralised postgraduate admissions policy to ensure the acceptance of students into post-graduate study programmes based on fair and equal criteria
- Monitor the progress in addressing the Mental Health challenges facing postgraduate and undergraduate students

10.4. SPH CULTURE SUBCOMMITTEE

Members of this sub-committee would align their activities and practice with sections 5.1.1 and 5.1.4 of the new Transformation Framework document (2020) and to that end would be responsible for:

- Input and engagement with committees/stakeholders tasked with the re-memorisation and re-curation of meaningful spaces e.g., the renaming of buildings and symbols and exhibits of artwork that reflects pluriversality.
- Planning and organisation of 'climate dialogue' seminars and colloquiums, particularly those that relate to significant calendar events for the SPH e.g., Women's Day, Pride Month, Heritage Day, Youth Day.
- Policy development and implementation in priority areas such as sexual orientation, gender, language, and disability
- Establishing partnerships with allied institutions of higher learning locally and abroad to achieve the objectives detailed in sections 5.1.1 and 5.1.4.
- Interacting with other portfolio committees to achieve in areas of research, teaching and learning and employment equity regarding objectives related to the promotion of changing the current institutional climate.
- Monitor and guide SPH social responsiveness and engaged scholarship that influence FHS culture.

11. MEETINGS & REPORTING

11.1 Meeting Procedures

The SPH TEC will hold sufficient scheduled meetings to discharge all its duties as set out in these terms of reference but subject to a minimum of one meeting per term.

- Meetings in addition to those scheduled may be held at the request of any member of the SPH TEC or at the request of the Management Committee.
- SPH TEC members are strongly encouraged to attend all scheduled meetings of the Committee including meetings called on an *ad hoc* basis for special matters unless prior apology has been submitted to the chairperson or the secretary.
- If the nominated chairperson of the Committee is absent, the members present must elect one of the members present to act as chairperson for the meeting.
- The SPH TEC chairs will report to the SPH TEC who are expected to feedback to their Divisions/Centres.
- Decisions or voting can be done using electronic means if not taken during a committee meeting
- In instances where quorum is not reached, voting can be done electronically and will require a simple majority (no need for quorum)
- Decisions that are not by consensus require a simple majority of attending committee members

11.2 Agenda and minutes

- The Committee must establish an annual work plan for each year to ensure that all relevant matters as set out in the terms of reference are covered by the agendas of the meetings planned for the year.
- A detailed agenda together with supporting documentation must be circulated at least three working days prior to each meeting to the members of the Committee and any other invitees.
- Committee members must be fully prepared for Committee meetings to be able to provide appropriate and constructive input on matters for discussion.
- The minutes must be completed as soon as possible but no later than 10 working days after the meeting and circulated to the chairperson and members of the Committee for the review thereof. The minutes must be formally approved by the Committee at its next scheduled meeting.

11.3 Quorum

- The quorum necessary for a meeting of the Committee shall be a majority of members present at the meeting.
- Participation by members by way of teleconferencing will be acceptable for purposes of a quorum.
- Individuals in attendance at the Committee meetings by invitation may participate in discussions but do not form part of the quorum.

11.4 Evaluation

The SPH's Management Committee must perform an evaluation of the effectiveness of the SPH TEC on an annual basis.

11.5 Approval of these terms of reference

These terms of reference shall be reviewed annually and amended as required, subject to the approval of the SPH Management committee.