

**University of Cape Town
Faculty of Health Sciences
Department of Paediatrics and Child Health**



Transformation Advisory Group

**TERMS OF REFERENCE
2018**

1. NAME

1.1 The name of the Committee is the Transformation Advisory Group (TAG) of the Department of Paediatrics and Child Health (DPCH).

2. Logo

2.1 As indicated in this document which is the logo of the Red Cross War Memorial Children's Hospital.

3. SCOPE OF AUTHORITY

3.1 The Transformation Advisory Group is a Committee of the Department of Paediatrics and Child Health and is established through the head of department and consultant staff in accordance with the precepts of the Transformation Framework Document of the University of Cape Town, Faculty of Health Science (FHS) and is endorsed by the FHS Deanery and FHS Transformation and Equity Committee (TEC).

3.2 The FHS Dean's office via the TEC provides TAG with the authority to request any information to assist them in the execution of their duties under these Terms of Reference.

3.3 The Chair of the TAG TEC will be a member of the departmental EXCO and FHS TEC and will participate in all decisions and fulfil the mandates of these committees through consultation with staff and students.

4. POLICY FRAMEWORK

4.1 The TAG functions in accordance with the following national frameworks and policies:

4.1.1 The constitution of the Republic of South Africa (No. 108 of 1996).

4.1.2 The obligations in terms of the Employment Equity Act (No. 55 Of 1998) as regularly amended.

4.1.3 The Higher Education Transformation Agenda vis-à-vis *Education White Paper 3: A Programme for the Transformation of Higher Education*.

4.2 The TAG functions in accordance with the following institutional frameworks and policies:

4.2.1 The Vision and Mission statements of the University of Cape Town.

4.2.2 The FHS TEC Transformation Framework and TOR.

4.2.3 The University of Cape Town Employment Equity Policy (as approved by Council, December 2006).

4.2.4 The University of Cape Town Employment Equity Plan (1 April 2010 to 31 March 2015) and as amended from time to time.

4.2.5 (f) student equity plan as approved by university council (Approved: Council – October 2004, PC 09 2004) and as amended from time to time.

4.2.6 All other anti-discrimination and transformation policies including (a) the UCT Policy on HIV Infection and Aids; (b) the UCT Disability Policy; (c) the policy on Racism and Racial Harassment; (d) the Sexual Harassment and Sexual Offences Policies; (e) University of Cape Town: Statement of Values.

4.2.7 Social responsiveness (as approved by Senate 14 September 2012).

4.2.8 (As joint staff) Policies of the Provincial Government of the Western Cape, Department of Health

5. DPCH TAG TRANSFORMATION GOALS

5.1 University of Cape Town and the FHS TEC goals will form the basis of the TAG goals but the latter will focus on departmental issues such as:

5.1.1 making the department more representative in terms of its profile of academic and PASS staff, and of its student body;

5.1.2 promoting vigorous discussion that celebrates diversity of both thought and opinion;

5.1.3 furthering the understanding of the idea of race and institutional transformation which includes discrimination based on sex, disability, sexual orientation and socio-economic status;

5.1.4 empowering staff and students to take charge of their career paths;

5.1.5 improving departmental climate and building relevant African perspectives on teaching and research;

5.1.6 ensuring that the rights of children and their families are central to the transformational goals of the department.

6. SCOPE:

6.1 The TAG will specifically focus on developing leadership, bringing the staff compliment in line with the equity requirements of the PGWC and UCT, supporting mentorship and career development and addressing issues of victimisation, stigmatisation and intimidation relating to all cadres of staff on its establishment including:

- 6.1.1 Joint appointment staff
- 6.1.2 Soft-Funded Academic Research staff
- 6.1.3 Support/PASS staff
- 6.1.4 Contract and technical staff
- 6.1.5 Students (undergraduate and postgraduate)

6.2 It is recognised that there are certain limitations on the roles, responsibilities and influence of the DPCH TAG regarding the appointment of, and recommendations pertaining to the employment conditions of, joint-appointment staff.

7. COMPOSITION OF THE DPCH TAG

7.1 The DPCH TEC should endeavour to have representation from all races on the TEC.

7.2 The TEC should have a core-membership of at least **7** members which ideally should include:

- 7.2.1 The Chair and Deputy Chair
- 7.2.2 Senior faculty member (including doctors and nurses)
- 7.2.3 Postgraduate student representative (junior and senior registrar bodies)
- 7.2.4 PASS staff representative
- 7.2.5 Academic Staff member
- 7.2.6 Administrative Support
- 7.2.7 The Head of Department (*Ex Officio*)
- 7.2.8 An undergraduate student representative

7.3 The TAG may co-opt additional members to ensure both representation and diversity e.g. members of the Child Health Unit.

7.4 The Chair and Deputy Chair of the DPCH TAG will be appointed from the elected representatives after discussion between TAG.

7.5 Quorum for meetings will require 51% of the membership to attend.

7.6 Decisions that are not by consensus will require a two-thirds majority of core-committee members.

7.7 Decisions or voting can be done using electronic means if not taken during a committee meeting.

7.8 TERMS OF OFFICE: Five years from the date of appointment. In the final year of the sitting chairs leadership the co-chair will attend all TEC and EXCO meetings to facilitate transfer of responsibilities.

7.9 TERMINATION: Any member who fails to attend three consecutive meetings without proffering an apology will have their membership revoked. Any member is free to leave the committee at any time after informing the chair and deputy chair in writing.

8. PURPOSE OF THE DPCH TEC

8.1 To review and advise on all policies, and related procedures, relating to equity, transformation and social responsiveness when input is requested by FHS TEC.

8.2 To promote the education of staff on employment equity matters and to advance understanding of the importance and meaning of employment equity within the DPCH.

8.3 To advise the DPCH EXCO on matters pertaining to transformation in the FHS and DPCH.

8.4 To facilitate and advocate for 'transformation' to be embedded into the portfolios of HODs, HODivs and line managers.

8.5 To provide a voice for all staff and students and to communicate all issues pertaining to transformation and equity to TAG Executive committee and ensure that actions are put into place to address these issues.

8.6 To provide safe spaces for discussions on topics which will include but will not be limited to race, language, sex, power-sharing, institutional transparency.

8.7 To ensure that all postgraduates, PASS staff and academic staff have access to information and processes that will enable advancement in their degrees, positions or posts.

8.8 To promote departmental participation in transformation, equity and social responsiveness processes through defined activities.

9. MEETINGS & REPORTING

9.1 The DPCH TAG will meet every 8 weeks.

9.2 Minutes from meetings will be recorded and distributed to members within 14 days of each meeting held.

9.3 Minutes of DPCH TAG will be made available to all staff on request and the HOD will have access.

9.4 A copy of the membership and TORS will be sent to the HOD and chairperson of the FHS TEC.

Current Membership (August 2018)

Chair: Dr Marc Hendricks

Deputy Chair: Dr Aneesa Vanker

Members (in alphabetical order) (n=18)

- Prof Andrew Argent (HOD)
- A/Prof Minette Coetzee (Nursing)
- Dr Louise Cooke (NSH)
- A/Prof Alan Davidson (Post Graduate Education)
- A/Prof Kirsty Donald (Neurodevelopment)
- Sr Bolekwa Mjikeliso (Nursing)
- Mrs Adele Pearce (PASS Staff, Head of HR)
- Dr Alvin Ndondo (Neurology, Registrar Management)

- Dr Jawaya Shea (Lead, Child Health Unit)
- Dr Anisa Vahed / Dr Sashmi Moodley (Junior Registrar Representative)
- Dr Petula Wicomb / Dr Kirsten Reichmuth (Undergraduate Education)
- Prof Jo Wilsmhurst (African Paediatric Fellowship Programme)
- A/Prof Liesl Zülkhe (Cardiology, Research)
- Dr Lucy Linley (MMH)
- Prof Brenda Morrow (Physiotherapy, Research)