
TERMS OF REFERENCE OF THE PEOPLE AND CULTURE COMMITTEE

The Board of Governors and its committees will conduct their business in a way that is consistent with and reflects and promotes the [University's Equality, Diversity and Inclusion Plan](#).

Constitution

1. The Board of Governors has established a committee known as the People and Culture Committee.

Authority

2. The oversight and assurance of the University's people and culture strategy, and consideration of equality, diversity, and inclusion (EDI), health and wellbeing, and people-related issues is delegated from the Board of Governors to the People and Culture Committee.

Membership

3. The membership of the People and Culture Committee shall comprise
 - a) at least two (2) and up to five (5) Independent Governors, one (1) of whom shall be Chair;
 - b) up to one (1) co-opted member, who is not a member of the Board of Governors, with relevant background and experience;
 - c) one (1) student Governor to serve ex officio; and
 - d) one (1) staff Governor to serve ex officio.

Procedural rules

4. The Chair of the Committee shall be appointed from amongst its members by the Board of Governors. Co-opted, Student and Staff members are not eligible to be appointed Chair.
5. Co-opted members shall be appointed by the Board of Governors upon the recommendation of the Governance Committee.
6. The quorum for the committee shall be three (3) members of whom at least two (2) must be Independent Governors.
7. Meetings of the Committee shall normally be held three (3) times each year unless otherwise agreed by the Committee Chair.
8. The Chair of the Committee, in consultation with the Vice-Chancellor, shall invite others, including members of University staff, to attend meetings in a non-voting capacity, where business relevant to them is to be discussed.
9. The minutes (or a report) of meetings of the Committee will be circulated to all members of the Board of Governors.
10. The Clerk to the Committee shall be the Clerk to the Board of Governors.

11. The constitution and terms of reference of the Committee shall be formally reviewed on an annual basis by the Governance Committee and recommended to the Board of Governors.

Duties

12. To consider and advise the Board of Governors on:

- a) Matters concerning the development and implementation of policy or plans relating to equality, diversity, and inclusion (EDI).
- b) Matters relating to staff and student wellbeing, including the consideration of key strategic initiatives.
- c) Employment policy and any significant changes to the terms and conditions of employment for staff.
- d) Procedures according to which staff may seek redress of any grievances relating to their employment.
- e) Such other matters as may be referred to the Committee.

13. To be responsible, on behalf of the Board of Governors, for:

- a) Monitoring the implementation of the University's Equality, Diversity, and Inclusion Plan.
- b) Monitoring the development and implementation of the University's people and culture strategy in the context of the University Strategy, wider benchmark information, and relevant national data.
- c) Monitoring the wellbeing and general welfare of students and staff, and the progress in the delivery of the University's people and culture strategy through consideration of relevant data and reports.
- d) Monitoring of student engagement, retention, and satisfaction through consideration of relevant performance indicators.
- e) Ensuring the promotion of a workplace culture that is underpinned by the University's values.
- f) Ensuring that the University proactively improves equity and effectively promotes quality, diversity, and inclusion.
- g) Gaining assurance of the University's compliance with its legal and regulatory duties as an employer.
- h) Considering such other matters as may be referred to the Committee by the Board of Governors, or by another Committee where it is relevant to the terms of reference.