CODE OF CONDUCT

Each member of the committee should conduct himself or herself in accordance with the seven principles of the Committee on Standards in Public Life (the Nolan Committee – second report (May 1996)) and is required to adhere to the University's Staff Charter and/or the University of Bolton Partnership Statement.

Each member of the committee should respect the responsibilities of committee membership and act accordingly, including:

- Acting in good faith in the interests of the University, not permitting any personal or sectional interest to take precedence;
- Acting carefully within the terms of reference;
- Maintaining confidentiality and respecting sensitivity of information that may be provided;
- Avoiding conflict (actual or potential) between their personal interests and their duties to the committee/University;
- Disclosing any actual, potential or perceived conflict of interest, financial or otherwise to the committee chair;
- Preparing appropriately for meetings;
- Arriving on time;
- Advising the chair in advance of any absence;
- Switching off mobile phones/pagers prior to the start of meetings;
- Participating fully and opening in discussions; and
- Respecting the expertise, views and time of others.

AUTHORITY OF COMMITTEE

The Organisation and Development, Equality and Diversity Committee is a Committee of the Vice Chancellor's Group.

DUTIES OF THE COMMITTEE:

The committee is responsible for ensuring that the corporate objectives relating to staff and organisational development, equal opportunities and diversity are met and it has a management obligation to carry forward the work of the University and to report on matters of equality and diversity to the Board of Governors accordingly.

The University is committed to promoting equality, diversity and an inclusive and supportive environment for students, staff and others. Its strategic commitment is to promote diversity in its students and staff by recognising the particular contributions to the achievement of the University’s mission that can be made by individuals with a wide range of backgrounds and experiences.

On behalf of the Vice Chancellor's Group of the University, the committee is responsible for:

i. Developing and ensuring the implementation of the necessary policies and procedures to ensure that action is taken to promote and maintain good practice in equality and diversity matters;
ii. Monitoring the effectiveness of University policies on equality and diversity and assessing the impact they have on specific areas of activity;

iii. Considering and evaluating external reports and other evidence from external agencies which have a bearing on equality and diversity good practice;

iv. Advising on Human Resource development policy, procedures and practice to support the policy development;

v. Reporting to the Vice Chancellor’s Group on human resource development and equality and diversity matters and as appropriate to the Board of Governors and Senate on equality and diversity matters.

MEMBERSHIP & ATTENDEES:

Members: Mr Chris McClelland (Chair), Mrs Sue Duncan, Mrs Sara Burgess, Miss Deborah Bradburn, Dr Marie Norman

Attendees: Mrs Beverley Knights, Miss Fiona Valentine, Mrs Jane Lovatt, Miss Christine Smith, Miss Susan Rabbitt, Rev Phil Edwards, Mr Trevor Hodgson, Mr Jonathan Thomas, Mr Ed Moloney

QUORUM:

At least 50% of the membership constitutes a quorum, including the Chair.

APPOINTMENT OF CHAIR/DEPUTY CHAIR:

In the absence of the Chair the meetings will be chaired by the Head of Library and Student Services.

FREQUENCY OF MEETINGS:

Meetings are three times per year as determined by the Chair, or more frequently at the discretion of the Chair.

ATTENDANCE AT MEETINGS:

Membership may be varied by the Chair, either temporarily or permanently and, on occasion, other University staff may be invited to attend to present specific items.

COMMITTEE REPORTING:

The minutes of the meeting will be circulated to members and to the Vice Chancellor’s Group.

REVIEW:

The terms of reference will be determined annually or in response to necessary changes in the University’s operations.