

ORGANISATIONAL DEVELOPMENT, EQUALITY, DIVERSITY & INCLUSION COMMITTEE

TERMS OF REFERENCE

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

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 prior to the start of meetings;
- Contribute to the work of the Committee in between meetings;
- Participating fully and opening in discussions; and
- Respecting the expertise, views and time of others.

AUTHORITY OF COMMITTEE

The Organisational Development, Equality, Diversity & Inclusion Committee is a Committee of the Executive Board.

DUTIES OF THE COMMITTEE:

The Committee is responsible for ensuring that the corporate objectives relating to organisational development, equal opportunities and diversity within the University community 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.

The Organisational Development, Equality, Diversity & Inclusion agenda will reflect the values of the University and its organisational culture. As such the Committee and its important work should align to and be congruent to a positive organisational culture. To this end members of the Committee should not only be ethical in their behaviour but support an environment where members of the University community can admit mistakes, embrace continual improvement and welcome constructive challenge.

On behalf of the Executive Board, the committee is responsible for:

- a) Championing the Equality, Diversity and Inclusion agenda of the University internally and externally;
- b) Develop and review the University's equality and diversity strategy and to drive and oversee the University's commitment to and progress on its delivery
- c) Developing, evaluating and monitoring 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;
- d) Monitoring the effectiveness of University policies on equality and diversity and assessing the impact they have on specific areas of activity;
- e) Considering and evaluating external reports and other evidence from external agencies which have a bearing on equality and diversity good practice;
- f) Design and implement initiatives that not only meets the University's public sector equality duties but that take the University beyond simple legal compliance on Equality, Diversity and Inclusion matters in an integrated and proactive way;
- g) Seek out 'best practice' externally and make recommendations - sharing best practice across the University;
- h) Advising the relevant University decision-making bodies on strategic policy developments relating to equality and diversity;
- i) Contribute to the development and oversight of the Access & Participation Plan (APP);
- j) Advising on Organisational Development (OD) - e.g., in the areas of employee engagement, workforce planning, talent acquisition, learning & development, employee productivity and performance management - policy, procedures and practice to support the University Strategic Plan, TIRI and wilful institutional budling agenda;
- k) Reporting to the Executive Board on OD and equality and diversity matters and as appropriate to the Board of Governors to give assurance and Senate on equality and diversity matters;
- l) Establish and monitor 'task and finish' sub working groups as may be required to deliver specific areas of the Committee's remit

MEMBERSHIP & ATTENDEES:

Members: Mr Chris McClelland (Chair), Mrs Reena Bhogal-Welsh (Deputy Chair), Mr Tim Openshaw, Ms Sam Johnson, Mrs Beverley Knights, Ms Deborah Bradburn, Ms Aleeza Khan, Mr Ian Savage, Martin McAreavey (on behalf of the recognised Trade Unions), Ms Susan Rabbitt, Ms Alex Jones, Ms Suzanne Fairclough (Secretary), Mr Carl Austin-Bevan,

Representative from the Employee Forum (tbc), Student Representative (tbc), TIRI Professor (tbc), Mr Paul Starkey, President of the Student Union, Ms Janet Galligan.

Attendees: Equality, Diversity & Dignity Champions and BAME Ambassador.

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 Director ('Without Portfolio').

FREQUENCY OF MEETINGS:

Meetings are to be no less than 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.

In exceptional circumstances members may send an appropriate deputy where they themselves cannot attend with the prior agreement of the Chair / Deputy Chair.

Meetings may take place on the University campus or held virtually. Members should have access to suitable / reliable IT equipment to enable participation during any virtual meeting held.

COMMITTEE REPORTING:

The minutes of the meeting will be circulated to members and will be published on the E&D section of the University web pages.

REVIEW:

The Terms of Reference will be reviewed every two years or in response to necessary changes in the University's operations.