

PEOPLE COMMITTEE**Terms of Reference and Composition 2022/23**

To consider, advise and provide assurance to Council on the University's approach to the following areas:

Equality, Diversity and Inclusion

1. Oversight of delivery of the University Equality, Diversity and Inclusion Strategy and associated delivery plans, and monitoring of relevant KPIs
2. Compliance with the Equality Act and Public Sector Equality Duty
3. Equality Diversity and Inclusion matters impacting on the staff and/or student experience
4. Equality Diversity and Inclusion charter marks and accreditations
5. Approve on behalf of Council relevant institutional 'EDI' policies as appropriate
6. Recommend to Council an annual report on EDI, including progress against equality objectives

People (Staff and Students)

7. Oversight of delivery of the University People Strategy and associated delivery plans
8. Compliance with employment legislation and regulatory requirements
9. Strategic human resource and organisational development issues across the University
10. Key employment issues, both local and national, including monitor changes in workforce trends
11. Approve on behalf of Council relevant institutional 'people' policies as appropriate
12. Staff surveys and monitor levels of staff satisfaction

Health, Safety and Wellbeing

13. Health, safety and wellbeing of staff, students and visitors
14. Compliance with Health and Safety legislation, regulatory requirements and best practice standards
15. Approve on behalf of Council the University Health and Safety Policy
16. Other matters affecting the wellbeing or effectiveness of staff and students outside the remit of another Council committee
17. Any emerging health and safety matters

Composition*Members*

No fewer than four lay Council members (one of whom will be Chair)

Vice-Chancellor

Student member of Council

Staff member of Council

In attendance

University Secretary

Director of People and Organisational Development

Pro-Vice-Chancellor – Equality Diversity and Inclusion

Head of Health, Safety and Wellbeing

Committee Secretary (Governance Team)

Frequency of meetings

The Committee should meet no less than four times per academic year

Quorum

A quorum comprises at least 50% of the members of the Committee, with a majority of lay Council members, including the Chair or the Chair's nominee.

Members

Name	Position	End of Office
Members		
Sally Neocosmos (Chair) Karen Bach Zoe Burns-Shore Sanjay Patel	Four lay members of Council, one of whom will be Chair	2023 2025 2025 2024
Professor Shirley Congdon	Vice-Chancellor	N/A
Victoria McKay	Staff Member of Council	2024
Iqra Tabassum	UBU Sabbatical Officer	2023
In Attendance		
Riley Power	University Secretary	N/A
Vacancy	Director of People and Organisational Development	N/A
Professor Udy Archibong	Pro Vice-Chancellor – Equality Diversity and Inclusion	N/A
Gary McFarlane	Deputy Director of People and Organisational Development	N/A
Steve Wiggins	Head of Health Safety and Security	N/A
Rachel Trawally	Committee Secretary	N/A

Meeting Dates

Date	Venue	Time
20 October 2022	In-person meeting, D2	1400-1600
19 January 2023	MS Teams	1400-1600
23 March 2023	MS Teams	1400-1600
19 June 2023	MS Teams	1000-1200