

# **INCLUSION COMMITTEE**

## **TERMS OF REFERENCE AND MEMBERSHIP**

### **Purpose**

The Inclusion Committee is accountable to the Council and the Senate for the scrutiny of equality of opportunity across the University and to ensure the University fulfils its statutory obligations in respect of equality and diversity for our students, staff and wider community.

### **Terms of Reference**

*In order to fulfil its purpose, the committee will:*

1. Advise and inform the Council on the exercise of all such powers and execution as are, or may be, conferred on the Council through the Charter and Statutes.
2. Advise and inform the Council and / or the Senate on inclusive practice in relation to records, reports and recommendations including but not limited to the OfS Access & Participation Statement, HEFCW Statement of Public Good and Gender Pay Gap Annual Report.
3. Advise and inform the Council and / or the Senate on making Ordinances and Regulations for matters relating to academic governance.
4. Advise and inform the Risk, Audit and Compliance Committee on monitoring compliance with Equality Act 2010.
5. To advise and inform the Council and / or the Senate on the effectiveness of the University's policies and procedures in respect of inclusion, equality and diversity.
6. To advise the Council and / or the Senate on ensuring equality of opportunity throughout the University, including in relation to its membership and operation.
7. To co-opt key stakeholders within the University to implement activities identified by the committee and implement effective communication of the committee activities to the wider University community.
8. Produce records and reports of proceedings for receipt by the Council and the Senate.
9. To conduct ongoing review of the effectiveness of its activities and report annually to Council and the Senate.

### **Membership**

#### **Representative committee from across the University to include:**

- Chair and Vice-Chair (elected by the Senate)
- One member of the Council
- One member of the Senate
- Inclusivity Adviser
- SU President
- SU Equity Inclusion Officer

- Academic members (up to 4) – 1 per faculty nominated by the Faculty Deans
- Support services members (up to 4) – 1 per Directorate nominated by the Service Directors

**In attendance:**

- Registrar (or nominee) (Secretary)
- Professional Services Assistant (Servicing Officer)

Co-opted members as required from time to time may include but are not limited to:

- Head of Estates
- Head of Human Resources
- Interim Dean of Academic Affairs
- PVC and Director of Student Support Services
- Chair of Risk, Audit and Compliance Committee

**Quoracy**

Not less than one-third of the voting members, including the Chair or Vice-Chair, with a minimum of two voting members to be present.

**Frequency of Meetings**

This Committee shall meet four times per year.