

## **DE MONTFORT UNIVERSITY EQUALITY & DIVERSITY COMMITTEE CONSTITUTION**

### **A. Scope and purpose of the committee**

1. To support the university to embed cultural (including diversity) competence through all of its activities and functions.
2. To support the Governors and the Executive Board in executing the university's strategic plans taking account of diversity and its legal equality duties.
3. To provide a mechanism for the university to discuss, propose and instigate initiatives and project activity related to the Equality and Diversity strategy, with the committee providing a governance structure.

### **B. Terms of reference:**

1. To review equality and diversity related, policies, procedures and initiatives and to advise and make recommendations to Executive Board as necessary.
2. To monitor the university's performance against its equality and diversity action plans, strategies and statutory obligations, to reflect on good practice elsewhere both in the HE sector and beyond, and to advise and make recommendations to the Executive Board as necessary.
3. To receive student and staff data reports and consider the development of targets and key performance indicators relating to equality and diversity and their integration with corporate planning processes, making recommendations to Executive Board as necessary.
4. To monitor the implementation of the university's equality impact assessment process and make recommendations to Executive Board as necessary.
5. To consider reports from relevant university Committees and sub-groups in order to identify key strategic and operational issues relevant to equality and to report to the Executive Board making recommendations as appropriate.
6. To advise Executive Board on measures to embed equality, diversity and inclusion into the business of the university.
7. To receive progress reports on the implementation of the Equality and Diversity Strategy and the Equality and Diversity Schemes and Action Plans.
8. To prepare an annual report on equality and diversity to be presented to the Governors via the Finance & HR Committee each academic year.

9. To refer matters to the Governors as and when necessary, to assist the Governors in the fulfilment of its statutory responsibilities for equality and diversity issues.
10. To monitor equality legislation and developments as well as statutory guidance from regulatory and funding bodies, and to advise Governors, Executive Board as appropriate.
11. To monitor and report on the university's compliance with legislation.
12. To support and advise on relevant equality related initiatives within the university.
13. To identify appropriate channels of communication to promote good practice in relation to the promotion of equality and the prevention of discrimination.

## C. Membership

All members must be able to demonstrate that they have completed the minimum DMU equality and diversity training.

<b>Chair:</b>	Executive Board Representative ( <b>James Gardner</b> )
<b>In attendance:</b>	Secretary ( <b>Charlotte Clayton/Rachel Mallon</b> )
<b>Permanent members:</b>	Head of Equality & Diversity ( <b>Christine Nightingale</b> ) Director of People & Organisational Development (or deputy if Director is Chair) ( <b>Sarah Setchell</b> ) Director of Student & Academic Services ( <b>Jo Cooke</b> ) Director of Strategic Planning Services ( <b>Paul Marshall</b> ) Head of Communications and Media ( <b>Sherilyn Pereira</b> ) Director of Estates & Commercial Services ( <b>David Carrott</b> )

### Representative Members:

- 1 Dean nominated by the Executive Board (**Simon Oldroyd**)
- 1 Faculty Manager nominated by the FMs (**Marcella Avis**)
- 1 Students' Union Representative (**Keira Rounsley**)
- 1 Students' Union Management Representative (**Max Mcloughlin**)
- 1 Academic Board Representative (**Vanessa Bettinson**)
- 1 International Office Representative (**Jim Green**)
- 2 Trade Union Representatives who have a remit for equality and diversity, one academic and one support union (**Phil Adams and Martin Morgan-Taylor**)
- 1 representative from staff and student involvement groups sub-committee (**Chairs of BME Staff Group, Disabled Staff Group and LGBT Staff Group**)

<b>Co-opted Members:</b>	Up to 2 co-opted members nominated by the committee
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**Observers:** Members of the university will be able to attend committee meetings as observers

**External Stakeholders:** Groups may be invited to attend as appropriate

Note: the membership of the Committee should normally comprise a gender balance of at least 30:70.

Other factors to improve the diversity of the Committee should be taken into account and discussed each year.

All members will be asked to update their personal diversity records, in order for the Committee membership to be appropriately monitored.

On an annual basis, membership will be confirmed by the committee's secretary to the People and Organisational Development directorate in order that an anonymous analysis of equality participation may be undertaken, as part of the university's equality obligations.

#### **D. Quorum**

At least **six permanent and representative members** must be in attendance to ensure that the meeting is quorate.

#### **E. Servicing and support**

Servicing and support will be provided by Charlotte Clayton and Rachel Mallon.

#### **F. Meeting schedule**

The committee shall meet at least three times each year. Further meetings may be arranged on an ad-hoc basis if there is sufficient business.

16 September 2015, 10am to 12pm

1 December 2015, 10am to 12pm

14 January 2016, 2pm to 4pm

29 February 2016, 2pm to 4pm

26 April 2016, 2pm to 4pm

13 July 2016, 2pm to 4pm

#### **G. Sub-committees:**

The following are sub-committees reporting to the committee:

- Black and Minority Ethnic Staff Involvement Group.
- Disabled Staff Involvement Group.
- Lesbian, Gay, Bisexual and Transgender Staff Involvement Group.
- Equality and Diversity Charter Steering Group.

The committee will receive, for note, the confirmed minutes of each sub-committee meeting.

#### **H. Approval and revision**

This constitution will be reviewed and re-approved by the committee at its first meeting of every academic year, or sooner, if significant amendments are required.

#### **I. In-year revision record**

<b>Section</b>	<b>Details of revision</b>	<b>Approved on</b>
F	Meeting dates updated.	16/09/15
G	Equality and Diversity Charter Steering Group added.	16/09/15

**Approved: Equality & Diversity Committee on 16 September 2015**

**Endorsed by parent committee: Executive Board on 6 October 2015**

**Received by university secretariat office:**

**Superseded:**