

PEOPLE COMMITTEE

Terms of Reference and Composition 2023/24

Terms of reference

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. Monitor performance against agreed People KPIs, including Turnover, Vacancy Rate, and Staff Engagement

Health and Safety

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

Wellbeing

18. Wellbeing of staff, students and visitors
19. Other matters affecting the wellbeing or effectiveness of staff and students outside the remit of another Council committee

Composition

Members

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

Vice-Chancellor

Student member of Council

Staff member of Council

In attendance

University Secretary

Director of People, Culture and Wellbeing

Pro-Vice-Chancellor – Equality Diversity and Inclusion

Director of Infrastructure

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
Sally Neocosmos	La member of Council (Chair)	December 2023
Sanjay Patel	Lay member of Council	2024
Vacancy	Lay member of Council	
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Professor Shirley Congdon	Vice-Chancellor	N/A
Victoria McKay	Staff Member of Council	2024
Iqra Tabassum	UBU Sabbatical Officer	2024

In attendance

Name	Position	End of Office
Vacancy	University Secretary	N/A
David Harris	Director of People, Culture and Wellbeing	N/A
Professor Udy Archibong	Pro Vice-Chancellor – Equality Diversity and Inclusion	N/A
Steve Gilley	Director of Infrastructure	N/A
Vacancy	Committee Secretary	N/A

Meeting Dates 2023/24

Date	Venue	Time
14 November 2023	In-person meeting, D2	1400-1600
23 January 2024	MS Teams	1400-1600
16 April 2024	MS Teams	1400-1600
11 June 2024	MS Teams	1400-1600

Serviced by

Name	Contact Details
Vacancy	governance@bradford.ac.uk